

Topic: OPWDD 148 – Report on Actions Taken	Department: All programs and services
Original effective date: 7/2013	Last revision date: 4/2019
Owner: Incident Manager	Frequency of reviews: As needed
Internal/Regulatory Reference(s) (all that apply): OPWDD Regulation-Part 624	
Related documents/Links: OPWDD Form 148	

Policy

People are free from abuse and neglect.

Additional Information

As mandated by OPWDD Regulation-Part 624, the Report on Actions Taken (148 form) will be provided to the party notified as Family/Guardian. This could include a parent, guardian, spouse, or adult child. If the person supported does not have an involved family member, the family member has waived notification, or the capable adult person supported objected to the notification of the family/guardian, then the person supported, if a capable adult, and the person’s advocate/correspondent will receive the report. The Vice President or their designee may waive any or all notification components within the policy that are in excess of regulatory requirements.

The report will include any immediate steps taken in response to the event to safeguard the health and safety of the person supported and a general description of any medical care, dental care, or counseling provided to the person. The report will not include the name of anyone who reported the event or was involved, interviewed, or provided information regarding the event.

The report will be provided within 10 days of the filing of the event report and a copy of the report will be maintained with the original event report case file.

Procedure	
Task:	Responsible party:
Completes the Report on Actions Taken (Form 148) and submits to Senior Director for review and approval.	Director
Reviews, approves and signs the 148.	Senior Director
Ensures 148 is mailed to the appropriate person and documents the date the 148 was mailed.	Director
Submits copy of the form to the Incident Coordinator who processed the incident.	Director
Attaches copy of report to the original event report case file.	Incident Coordinator/Manager

Document revision record:

Revision Date	Release Date	Reason for change	Approver