

Topic: 150 Incidents	Department: All programs and services
Original effective date: 7/2013	Last revision date: 3/11/2025
Owner: Incident Manager	Frequency of reviews: As needed
Internal/Regulatory Reference(s) (all that apply): OPWDD Regulation-Part 625	
Related documents/Links: OPWDD Form 150, Instructions for completing form OPWDD 150, Event Report, Preliminary Assessment, Notification Form	

Policy

People are free from abuse and neglect.

Additional Information

As mandated by OPWDD Regulation-Part 625, the following situations shall be filed as a 150 Incident per the procedure below:

- **Active Neglect:** the willful failure by the caregiver to fulfill the care-taking functions and responsibilities assumed by the caregiver, including but not limited to, abandonment, willful deprivation of food, water, heat, clean clothing and bedding, eyeglasses or dentures, or health related services.
- **Death:** the end of life, expected or unexpected, regardless of cause.
- **Emotional Abuse:** the willful infliction of mental or emotional anguish by threat, humiliation, intimidation, or other abusive conduct; including but not limited to, frightening or isolating an adult.
- **Financial Exploitation:** the use of an adult's funds, property, or resources by another individual, including but not limited to, fraud, false pretenses, embezzlement, conspiracy, forgery, falsifying records, coerced property transfers, or denial of access to assets.
- **Passive Neglect:** the non-willful failure of a caregiver to fulfill care-taking functions and responsibilities assumed by the caregiver, including but not limited to, abandonment or denial of food or health related services because of inadequate caregiver knowledge, infirmity, or disputing the value of prescribed services.
- **Physical Abuse:** the non-accidental use of force that results in bodily injury, pain or impairment, including but not limited to, being slapped, burned, cut, bruised or improperly physically restrained.
- **Self-Neglect:** an adult's inability, due to physical and/or mental impairments, to perform tasks essential to caring for oneself, including but not limited to, providing essential food, clothing, shelter, and medical care; obtaining goods and services necessary to maintain physical health, mental health, emotional well-being, and general safety; or managing financial affairs.
- **Sexual Abuse:** non-consensual sexual contact of any kind, including but not limited to, forcing sexual contact or forcing sex with a third party.
- **Other:** filed at the discretion of the provider. Some examples might be a serious accident/injury, like being hit by a car, or the individual being charged with a Misdemeanor crime or greater.

Procedure	
Task:	Responsible party:
Must step in to ensure the safety of people supported and evaluate the need to contact emergency personnel.	Staff person who becomes aware of the event
Contacts supervisor, manager, program director/designee, or if unavailable, the Incident Management department immediately.	Staff person who becomes aware of the event
Documents the incident immediately: <ul style="list-style-type: none"> - Via an Event Report form (for all programs except ArcWorks and Health Homes; for these programs, a progress note must be completed) - Via the chart of the person supported or within a progress note that a 150 incident has occurred. 	Staff person who becomes aware of the event
Submits completed event report to supervisor, program director, or designee.	Staff person who becomes aware of the event
Ensure that the people supported are safe and that any medical and/or emotional support has been provided to the individual as needed.	Supervisor / Site Manager
Secures any possible evidence therein at least until the preliminary assessment can be conducted.	Site Manager / Designee
Conducts preliminary assessment and documents this on the Preliminary Assessment form (see related policy).	Site Manager / Designee
Completes the 150. <ul style="list-style-type: none"> - Enters the incident into the IRMA system. - If more than one person supported is involved, the 150 is completed on behalf of the person whose last name is alphabetically first with "et al" written after his/her name. - The notification form must be completed. If more than one person is involved, separate notification forms must be done for each person (see related policy). - Puts the event report (or progress note, for ArcWorks), 150, preliminary assessment form, and the notification form together and submits them to supervisor for review and sign-off. 	Site Manager / Designee
Reviews and approves the 150 packet and IRMA entry. <ul style="list-style-type: none"> - Reviews the event report, 150, preliminary assessment, and the notification form for accuracy and thorough completion. - Signs the 150 form as the person/party completing the review. - Submits to Incident Management department within 24 hours of incident discovery, or by the end of the next business day. 	Director / Designee
Processes the 150 packet.	Incident Coordinator/Manager

<ul style="list-style-type: none"> - Reviews all forms and IRMA entry for accuracy, thorough completion, and appropriateness. - Assigns the incident a number and enters it into the database. - Informs programs (or confirms with them) of the necessary follow-up information needed in response to the incident. 	
Obtains, reviews, and submits (via scan/e-mail) all requested/required follow-up information in response to the incident to the Incident Coordinator/Manager	Director / Designee
Receives, reviews and processes all follow-up information. <ul style="list-style-type: none"> - Requests any clarification or additional follow-up information, as necessary. - Attaches the follow-up information to the incident packet. 	Incident Coordinator/Manager

Document revision record:

Revision Date	Release Date	Reason for change	Approver
2/10/2020	2/10/2020	Clarified timeline for completion and submission of paperwork.	Deanna Crosser
3/11/2025	3/17/25	Revised to indicate OPWDD Regulation Part 625, removed reference to investigator.	Danielle Migliore