

<b>Topic:</b> Minor Notable Occurrences	<b>Department:</b> All programs and services
<b>Original effective date:</b> 7/2013	<b>Last revision date:</b> 2/2020
<b>Owner:</b> Incident Manager	<b>Frequency of reviews:</b> As needed
<b>Internal/Regulatory Reference(s) (all that apply):</b> OPWDD Regulation-Part 624	
<b>Related documents/Links:</b> OPWDD Form 147, Instructions for completing form OPWDD 147, Event Report, Preliminary Assessment, Supplemental Notification Form, Notification Form	

**Policy**

People are free from abuse and neglect.

**Additional Information**

As mandated by OPWDD Regulation-Part 624, the following situations shall be filed as 147-Minor Notable Occurrences per the procedure below:

- **Injury:** any injury that requires treatment that consists of more than first aid (i.e. stitches, staples, antibiotic treatment, etc). Please note, the use of surgical glue and/or administration of a tetanus shot do not require a 147 event report.

*Please note: Illnesses for which a person supported receives treatment ARE NOT considered reportable events. This includes any known condition such as seizure disorders, psychiatric conditions, mental hygiene arrests, or chronic or acute health conditions (heart disease, heart attacks, diabetes). The use of a diagnostic procedure when the results are negative and no treatment beyond first aid is provided ARE NOT considered reportable events. Please see related policy and procedure on simple and intermediate events.*

- **Theft/Financial Exploitation:** Theft of person supported funds/property or financial exploitation between \$15.00 - \$100.00 in value. The Police and the CFO/Designee must be notified. Reimbursement to be evaluated / contingent upon circumstances.

**\*Minor Notable Occurrences require entry into IRMA / Telephone contact with OPWDD not required\***

<b>Procedure</b>	
<b>Task:</b>	<b>Responsible party:</b>
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"> <li>- Via an Event Report form (for all programs except ArcWorks and Health Homes; for these programs, a progress note must be completed)</li> <li>- Via the chart of the person supported or within a progress note that an incident has occurred.</li> </ul>	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
Request of any staff member involved that they not discuss the event in question among themselves or with anyone except their supervisor or the investigator.	Site Manager / Designee
<p>Completes the 147.</p> <ul style="list-style-type: none"> <li>- Enters the incident into the IRMA system.</li> <li>- If more than one person supported is involved, the 147 is completed on behalf of the person whose last name is alphabetically first with "et al" written after his/her name.</li> <li>- 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).</li> <li>- Puts the event report (or progress note, for ArcWorks), 147, preliminary assessment form, supplemental notification form and the notification form together and submits them to supervisor for review and sign-off.</li> </ul>	Site Manager / Designee
<p>Reviews and approves the 147 packet and IRMA entry.</p> <ul style="list-style-type: none"> <li>- Reviews the event report, 147, preliminary assessment, supplemental notification form and the notification form for accuracy and thorough completion.</li> <li>- Signs the 147 form as the person/party completing the review.</li> <li>- Submits to Incident Management department within 24 hours of incident discovery, or by the end of the next business day.</li> </ul>	Director / Designee
<p>Processes the 147 packet.</p> <ul style="list-style-type: none"> <li>- Reviews all forms and IRMA entry for accuracy, thorough completion, and appropriateness.</li> <li>- Assigns the incident a number and enters it into the database.</li> <li>- Informs programs (or confirms with them) of the necessary follow-up information needed in response to the incident.</li> <li>- Provides a copy of the incident paperwork to the assigned investigator.</li> </ul>	Incident Coordinator/Manager
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
<p>Receives, reviews and processes all follow-up information.</p> <ul style="list-style-type: none"> <li>- Requests any clarification or additional follow-up information, as necessary.</li> <li>- Attaches the follow-up information to the incident packet.</li> </ul>	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