



<b>SECTION</b>	<b>ABA</b>
<b>Policy Number</b>	<b>ABA 0006</b>
<b>Policy Name</b>	<b>ABA Incident Reporting</b>
<b>Effective Date</b>	<b>6/16/14</b>
<b>Revision Date</b>	<b>5/10/21</b>

## ABA Incident Reporting

### I. Policy Statement

1. The ABA department adheres to the MDS policy CL10021 regarding incident reporting. However, due to specific department needs, additional guidelines specific to incident reporting within the ABA department are outlined in this policy.

### Procedures

1. Blank incident reports will be kept in the Incident Report binder by the front desk at each clinic.
  - a. Binder will include detailed instructions/policies for incident reporting.
  - b. Binder will be maintained by Assistant Director.
2. The provider responsible for the client at the time of the occurrence is responsible for notifying an in-clinic supervisor and completing the internal incident report.
  - a. Incident report must be completed by provided to the client's BCBA and Clinical Director by end of shift in which incident occurs.
3. Hard copies of the completed incident report will be shredded after they have been scanned to appropriate parties.
4. The completed internal incident report will be scanned to all involved clients' BCBAs and Clinical Director.
  - a. If incident involves building damage, Clinical Director will notify Assistant Director.
5. BCBA will review incident reports and make any corrections or additions necessary.
6. For waiver funded clients:
  - a. BCBA will complete BDDS incident report, save report, and forward to IDT.
  - b. BCBA will forward completed internal incident reports to the incident reporting e-mail ([IncidentReports@meaningfuldays.net](mailto:IncidentReports@meaningfuldays.net))
7. For non-waiver funded clients, BCBA will:
  - a. Forward completed internal incident reports to the incident reporting e-mail ([IncidentReports@meaningfuldays.net](mailto:IncidentReports@meaningfuldays.net))
  - b. Forward completed internal incident report to client's legal guardian and any MDS team member (e.g., SLP, OT, etc).
8. If provider involved in incident sustained significant injury, but refuses medical care, they must complete a Refusal of Care form.
  - a. Form can be obtained by emailing HR ([hrsouth@meaningfuldays.net](mailto:hrsouth@meaningfuldays.net))
  - b. Form must be filled out if provider refuses for bite injuries or any other injury that would require more than basic first aid.
  - c. Completed form will be scanned and sent to HR ([hrsouth@meaningfuldays.net](mailto:hrsouth@meaningfuldays.net))