ADMINISTRATIVE INVESTIGATION PROCEDURE FOR MAJOR UNUSUAL INCIDENTS IN CATEGORY B

Major Unusual Incidents in Category B

- Attempted suicide
- Death other than unexplained or unanticipated death
- Medical emergency
- Missing individual
- Peer-to-peer act
- Significant injury

When it is not possible or relevant to the administrative investigation to meet a requirement of this appendix, the investigative agent will document the reason.

Steps for Investigating Major Unusual Incidents in Category B

1. Determine that the major unusual incident is properly coded.
2. Review relevant documents which may include recent medical history, individual service plan, progress notes, nursing notes, hospital records, police report, and behavioral support documentation.
3. Interview witnesses as necessary to determine the cause or resolve conflicting information.
4. Interview others with relevant information as necessary.
5. Maintain a summary of each interview conducted.
6. Identify the causes and contributing factors to the incident.
7. Review past related incidents as appropriate, including but not limited to, prior immediate health and welfare measures taken and other prevention plans.
8. Verify that the prevention plan has been implemented.

Incident Specific Requirements – Attempted Suicide

1. Review the individual's involvement with mental health services and supports at the time of the incident, including but not limited to, physician appointments, prescribed medications, counseling, accessing crisis services (including walk-in, community-based crisis teams, and contacting the 988 Suicide and Crisis Lifeline).
2. Review the individual's participation in the identified mental health services and supports.
3. Review the individual's level of supervision and support.
4. Provide a detailed description of the incident.
5. Document the individual's history of suicide attempts, self-injurious behavior, hospital admissions, and outpatient services.
6. Ensure the prevention plan includes information on planned involvement with mental health services and supports, including but not limited to, physician appointments, prescribed medications, counseling, accessing crisis services (including walk-in, community-based crisis teams, and contacting the 988 Suicide and Crisis Lifeline), and other support options (e.g., warm lines, peer centers, or support groups).

Incident Specific Requirements – Medical Emergency Involving Choking

1. Provide a detailed description of the choking incident including the type, texture, dimension, consistency, preparation, and amount of the item or items upon which the individual choked.
2. Determine the source of the item or items and how obtained by the individual.
3. Provide a detailed description of the individual's dietary requirements, supervision, and meal preparation supports.
4. Provide a detailed accounting of what happened before, during, and after the choking incident.
5. Describe any prior history of choking or prevention measures implemented.

Incident Specific Requirements – Peer-to-Peer Physical Act or Peer-to-Peer Sexual Act

1. Interview the individuals within three working days.
2. Review the individuals' level of supervision and support.
3. Provide a detailed description of the incident.

Incident Specific Requirements – Significant Injury Involving a Fall

1. Provide a detailed description of the individual's requirements, if any, for supervision, supports, or aid at the time of the incident.
2. Document the individual's past history of falls.
3. Provide a detailed accounting of the time period before, during, and after the fall and include, if any, relevant environmental factors that may have contributed to the incident.