

ASPIRE OF WNY POLICY AND PROCEDURE

Aspire Policy Manual: _X_ Agency	Topic: Incident Management: Protecting individuals from harm when an allegation of abuse is reported and during the course of an investigation. Original By: SIRC and Work Force Date Approved: 10/2011	Section: Incident Reporting Page: _1_ of _2_ Revision Dates: Regulatory Reference: 633.9 James Moran Memo, RE: Required Protections for Significant Allegations of Abuse, dated 06/09/11
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Policy Statement: Aspire ensures the safety and well-being of people served. Any and all individuals will be protected during the course of an investigation. Based on evaluation of a situation, Aspire can take one or more of the following actions to protect individuals from harm when an allegation of abuse is reported and during the course of the investigation:

- Reassignment of the alleged abuser = a change in schedule, room assignment, or caseload within the site
- Removal of the alleged abuser = administrative leave
- Removal of an individual receiving services = relocation to another Aspire facility or to a facility not under Aspire's auspices
- Relocation of the alleged abuser = reassignment to a different work site
- Increasing the degree of supervision of the alleged abuser: **This can only be completed by supervisory personnel.** Methods for monitoring include the following:
 1. Phone calls to the facility by management or requiring staff to call from the facility to a supervisor
 2. Unannounced site visits
 3. Increased presence of a supervisor

Note: The plan for providing increased supervision will be defined in the Corrective Action Section of the 147 (#20).

- Increasing the degree of supervision with regards to a person or property would include the following:
 1. Purchasing Personal Security Systems, i.e. panic buttons
 2. Alerting local police
 3. Changing locks
 4. Changing security codes on safes
 5. Increasing staff to support an individual
 6. Bringing internal or external experts to address the crisis or traumatic event; i.e. grief counselors, domestic violence counselor, private security

Note: The plan for providing increased supervision will be defined in the Corrective Action Section of the 147 (#20).

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RESPONSIBILITY:	PROCEDURE:
Designated Program Administrator/ Supervisor/Designee	<ol style="list-style-type: none"> 1. Takes any action necessary to ensure the safety of the individual upon discovery of an Allegation of Abuse, Serious Reportable Incident, Reportable Incident or other event of a sensitive nature. 2. In consultation with the Division Director, Director of QA, and/or Human Resources Department ensures that the corrective/protective measures are appropriate. 3. Documents the plan for protection on the OPWDD 147. 4. Implements the plan for protection, and ensures the plan continues to be implemented pending the outcome of the investigation.
Division Director/Director of QA/SIRC	<ol style="list-style-type: none"> 5. Reviews the plan for protection to ensure it is appropriate and consistent with this policy.

_____ *Thomas Sy* _____ *10/2011* _____
 Executive Director Date

Attachments:
 OPWDD 147:

<http://sharepoint/Agency%20Wide%20Forms/Incident%20Forms/147%2006-11%20Aspire.pdf>