



Client Incident/Accident Policy

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I. Purpose

To assure proper documentation and response to incidents that can enable UCP to 1) track trends and reduce incidents through supervision, training, and program development and 2) ensure staff are following proper Mandated Reporting procedures and provide appropriate follow-up and support to staff and families. To ensure that UCP will meet the requirements of the Department of Education.

II. Definition

Incidents might include but are not limited to

- Mandated Report: child abuse, elder abuse
- Any accident or injury of a client
- Behavioral incidents
- Any time there is a Safety Care Intervention: escorts or physical intervention
- Any occurrence which could be categorized as "unusual. Involvement with law involvement, significant ethical issues, etc.

III. Policy

Any incident which is considered to be out of the ordinary and involves clients will be documented and turned into supervisor within 24 hours and investigated by the program supervisor and program director. The Quality Assurance Manager and Program Directors will track trends and be responsible to address areas of concern.



Scott Tash, CEO



Date