

Reportable Events/Incident Reporting

Reportable Events include any (a) medical emergency (b) any other emergency as defined in training (c) any incident where the child or staff are injured (d) any incident where the child is a danger to themselves or others (e) any behavior considered unusual or out of the ordinary of the daily activity (f) suspicion of abuse or neglect which must be reported to the State agency.

If any of the above events occur while you are on duty with Endless Options, the employee must complete the following steps:

- 1) Make verbal contact with the Endless Options Program Manager or their designated Family Consultant/Supervisor to verbally report what occurred immediately or by the end of the shift. Also, ensure that the family is aware of the incident. Follow instructions for Emergency Situations if help is needed.
- 2) Complete an *Endless Options Incident Report* at the end of the shift and send to Endless Options within 24 hours. Send the report via scan and email to phredyall@aol.com or fax to 410-526-0056.