



Bringing Possibilities to Life

# 2009 Incident Response, Reporting and Review Policy

## POLICIES & PROCEDURES 2000 – 245D Basic and Intensive

ITEM #	DATE DEVELOPED	ORIGINAL APPROVAL DATE	APPROVED BY	LAST AMENDMENT DATE
2009	10/31/2013	1/1/2014	Bob Brick	8/1/2020

LEGAL & OTHER REFERENCES	MS. §§§ <a href="#">245D.11</a> , subd. 2; <a href="#">245.91</a> , subd. 6; <a href="#">609.341</a> , subd. 3 and 14
RESOURCES & REFERENCES	2009a. Incident Response, Reporting and Review Policy and Procedures Incident Internal Review Incident Report 245D Incident Reporting Requirements

### PURPOSE STATEMENT:

To ensure Accord™ employees are trained and proficient in responding to, reporting, and reviewing incidents in a timely manner to protect the health, safety and well-being of persons supported.

### POLICY:

Accord will respond to incidents as defined in MN Statutes, section 245D.02, subdivision 11, that occur while providing services to protect the health and safety of and minimize risk of harm to the person(s) served. Staff will address all incidents according to the specific procedure outlined in this policy and act immediately to ensure the safety of persons served. After the situation has been resolved and/or the person(s) involved are no longer in immediate danger, staff will complete the necessary documentation in order to comply with licensing requirements on reporting and to assist in developing preventative measures. For emergency response procedures, staff will refer to the *Policy and Procedure on Emergencies*.

All staff will be trained on this policy and the safe and appropriate response and reporting of incidents. In addition, program sites will have contact information of a source of emergency medical care and transportation readily accessible. In addition, a list of emergency phone numbers will be posted in a prominent location and emergency contact information for persons served at the facility including each person's representative, physician, and dentist is readily available.



Bringing Possibilities to Life

# 2009 Incident Response, Reporting and Review Policy

## POLICIES & PROCEDURES 2000 – 245D Basic and Intensive

ITEM #	DATE DEVELOPED	ORIGINAL APPROVAL DATE	APPROVED BY	LAST AMENDMENT DATE
2009	10/31/2013	1/1/2014	Bob Brick	8/1/2020

### PROCEDURE:

See 2009a. Incident Response, Reporting and Review Procedure

### Approved By:

\_\_\_\_\_  
Signature of Executive Vice President

\_\_\_\_\_  
Date

### CHANGE HISTORY

7/1/2017--8/1/2020

### APPROVER / OWNER / AUTHOR, CONTACT DETAILS

ROLE	TITLE	CONTACT DETAILS
Approver	Executive VP	<a href="mailto:bbrick@accord.org">bbrick@accord.org</a>
Owner	Quality Administrator	<a href="mailto:bdewitt@accord.org">bdewitt@accord.org</a>
Author		
Contact		

### REVIEW FREQUENCY: ANNUALLY

VER.	DATE	APPROVER SIGNATURE	COMMENTS
2009	3/1/2020		Reviewed and renumbered



Bringing Possibilities to Life

# 2009 Incident Response, Reporting and Review Policy

**POLICIES & PROCEDURES**      **2000 – 245D Basic and Intensive**

ITEM #	DATE DEVELOPED	ORIGINAL APPROVAL DATE	APPROVED BY	LAST AMENDMENT DATE
2009	10/31/2013	1/1/2014	Bob Brick	8/1/2020

--	--	--	--	--

## ROLES & RESPONSIBILITY

ROLE	RESPONSIBILITY
Intranet Project Manager	Maintain this document
Owner/Author	Review content
Information Risk/Security	Review for security compliance
Intranet Project Manager	Review for feasibility and implement