



Incident Report Yearly Analysis

The following is the written summary and analysis of incidents trends from 2010.

1. Causes – With the opening of the Country Club and WCT, an increased amount of incidents happened due to increase contact with persons served on a daily basis for 5+ hours each day.
2. Trends - A review of the 57 incidents in 2010 showed two trends – one falling trend with one individual served and vehicle accidents. Six vehicle accidents occurred (3 were not the fault of the Capabilities driver, 3 were the fault of the Capabilities driver).
3. Actions for Improvement – A team meeting with was held with the person served and a plan of action was drafted to reduce falling occurrences. CCC will review all ISP's periodically for the persons served. Additional yearly training to be provided to staff regarding: completing incident reports fully, driving safely, winter weather driving in snow and ice, car accident and incident procedures. And a review of our cell phone policy and distracted driving.
4. Results of Performance plans shared with staff at February staff meeting and posted on website.
5. Education and Training regarding incidents is handled at staff meetings held once a week in each office. Ongoing training based on the incidents from 2010 determines training needs for 2011. Those include further driving safety training and person served safety.
6. Recurrence prevention training – Incident report analysis to be shared with staff to assist in prevention of recurrences. Continued training in safety.
7. Internal and External Reporting requirements were followed in each instance. If the incident was a work related injury or illness falling under OSHA rules, the Form 300 was used to document each. If the incident fell under the Ohio Department of DD rules, proper procedures and documentation were followed.

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