

Unfortunately things may come up during a session with a client that might interfere with treatment or cause you to be uncomfortable. If an incident comes up it is extremely important that an incident form be filled out and given to your case manager, BCBA, or clinical supervisor. When our administration is told of incidents right away they can be addressed quickly. This helps prevent issues from recurring or escalating and allows us to better support families.

Please follow the guidelines below for when to fill out an incident report:

- Violation of any part of the environmental checklist.
- Being left alone with the client for any amount of time without a caregiver present.
- Significant service interruption due to lateness, frequent absence, or disruptive behavior from the caregivers/staff in the place of service (i.e., inappropriate verbal interactions by a caregiver to the client or staff, arguments between caregivers during sessions rather than caregiver participation, etc.).
- Dangerous behavior by the client:
  - Anytime a client's behavior leads to significant injury to the client or others (more than at home first aid)
  - eloping dangerously (ex. out of the school building and near/into a busy street)
  - attempted suicide
- If a client is physically restrained in order to maintain safety
- If the client elopes and is then missing (please follow crisis plan from BCBA first)
- Anytime emergency medical, police, fire, or mobile crisis intervention was needed
- Anytime an incident resulted in calling Childline

If another issue arises during a session that made you uncomfortable but is not on this list, please reach out to your case manager, or clinical supervisor to discuss it and ask if an incident report should be completed.