

## Support Coordinators Guide to:

Unusual

Incident

Reporting

The New Jersey Division of Developmental Disabilities (DDD) Circular #14 requires the Reporting of Unusual Incidents.

This guide is intended to assist Support Coordinators to report unusual incidents. While incidents inevitably occur in any setting, and usually cause some disruption, complying with Division Circular #14 will help to minimize their negative effects and to safeguard the health, well-being and property of people with developmental disabilities and those who serve them.

If you have any questions about when, how or to whom an incident should be reported, contact the applicable telephone number on this guide for guidance.

### ***Unusual Incident Guidelines:***

- All individuals providing services to DDD eligible individuals must report incidents in the required time frames and cooperate in investigations.
- Allegations of abuse, neglect, and exploitation require you to notify the Division by telephone immediately. (Use the telephone numbers in this guide.)
- Allegations of abuse, neglect, and exploitation remain allegations unless substantiated by investigation.
- If it appears the state Criminal Justice code has been violated, local law enforcement officials must be notified.

Report incidents to your regional office using the following numbers during or after office hours:

Northern Region (Bergen, Hudson, Morris, Passaic, Sussex and Warren Counties):  
**973-927-2642**

Upper Central Region (Essex, Somerset and Union Counties):  
**908-412-7766**

Lower Central Region (Hunterdon, Mercer, Middlesex, Monmouth and Ocean Counties):  
**609-689-0516**

Southern Region (Atlantic, Camden, Burlington, Cape May, Cumberland, Salem and Gloucester Counties):  
**609-476-5231**

**Department of Human Services'  
Classifications of Unusual Incidents**

INCIDENT CATEGORIES

<b>ABUSE</b>
<b>ASSAULT</b>
<b>CRIMINAL ACTIVITY</b>
<b>DANIELLE'S LAW</b>
<b>DEATH</b>
<b>ELOPEMENT</b>
<b>EXPLOITATION</b>
<b>INJURY</b>
<b>MEDICAL</b>
<b>NEGLECT</b>
<b>OPERATIONAL</b>
<b>RESTRAINT USE</b>
<b>RIGHTS VIOLATION</b>
<b>SEXUAL ASSAULT</b>
<b>SUICIDE ATTEMPT</b>
<b>SEXUAL CONTACT</b>
<b>SEXUAL CONDUCT</b>
<b>WALK AWAY</b>

Please review Division Circular #14 for a complete understanding of all these categories.

**Helpful Definitions:**

**Abuse** – physical, sexual or verbal acts against a person served that cause pain, physical or emotional harm, mental distress, injury, anguish, and/or suffering.

**Neglect** – the failure of a caregiver to provide the needed services and supports to ensure the health, safety, and welfare of the service recipient.

**Exploitation** – any willful, unjust, or improper use of a service recipient or his/her property/funds, for the benefit or advantage of another, condoning and/or encouraging the exploitation of a service recipient by another person.

Refer to Division Circular #14 for complete list of definitions.

**Special Note:**

***Failure to immediately report allegations of abuse, neglect, or exploitation is considered a disorderly person's offense and can result in a fine of \$350 for each day that the abuse, neglect, or exploitation was not reported,***