

DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES

UIR Reporting Procedures for SCAs

Lauren Chodack
10/30/2018

Why do we report incidents to the Division of Developmental Disabilities?

It is the responsibility of all employees of DDD, employees of agencies under contract with DDD, to follow policies and procedures outlined in Division Circulars.

Division Circular #14 establishes the policies and procedures that are to be followed to ensure Unusual Incident Reports (UIRs) are reported in accordance with DHS Administrative Order 2:05.

All listing of all Division Circulars can be found on the following link:

www.state.nj.us/humanservices/ddd/news/publications/divisioncirculars.html

All Incident Reporting forms can be found on the following link:

<https://www.state.nj.us/humanservices/ddd/news/publications/dc14.html>

Reportable Incident Categories

- Abuse
- Assault
- Criminal Activity
- Danielle's Law
- Death
- Exploitation
- Injuries
- Medical
- Neglect
- Operation
- Unapproved Restraint
- Rights Violation
- Suicide Attempts
- Sexual Contact
- Walkaways

Reporting to Outside Authorities

If an incident of alleged Abuse, Neglect or Exploitation occurs with an individual under 18 (regardless of placement) Statewide Central Registry needs to be contacted at 877-NJ-ABUSE.

If an incident of alleged Abuse, Neglect or Exploitation occurs with an individual between the ages of 18-60 in a non-contracted/regulated placement, Adult Protective Services needs to be contacted. (Notification specific to County of Incident.)

If an incident of alleged Abuse, Neglect or Exploitation occurs with an individual 60 years or older in a Non-DDD funded program, the Office of Ombudsman needs to be contacted at 877-582-6995.

***If you have a complaint or an incident of alleged Abuse, Neglect or Exploitation within a Hospital, Ambulatory Surgery Center, Home Health Agency, Nursing Home, Assisted Living Facility, Adult Medical Day Care, Medical Facility or another licensed acute or long-term care facility you may need to contact DOH at 1-800-792-9770.

***If DOH indicates you need to contact Consumer Affairs complaint line, they can be reached by calling 1-800-244-5846

***Please make sure to obtain appropriate consent for disclosure for DOH and Consumer Affairs complaints. DHS/DDD