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Owner Samuel Shea:
GOBHI Operations and Compliance Senior Manager

Area GOBHI Compliance

Applicability Greater Oregon Behavioral Health, Inc.

GOBHI Incident Reporting Policy

I. Policy Statement and Purpose

It is the policy of Greater Oregon Behavioral Health, Inc. (GOBHI) to document all Adverse Incidents and report them to the Office of Investigations and Training with the State of Oregon.

II. Definitions

- A. **Adverse Incident:** An unexpected or undesirable event occurring in the course of service delivery that results in actual or potential physical, emotional, psychological, legal, or financial harm; a breach of client rights; or a failure to comply with applicable laws, regulations, contracts, or organizational policies. Adverse incidents require documentation, review, and, when indicated, corrective action.
- B. **Incident Report:** A written description of any incident involving an individual or child of an individual receiving services occurring on the premises of the program or involving program staff or a Service Plan activity including but not limited to injury, major illness, accident, act of physical aggression, medication error, suspected abuse or neglect, or any other unusual incident that presents a risk to health and safety.
- C. **Other Reportable Incidents:** A situation where the member has experienced harm or has caused harm to others in a health care setting, but where the member has not experienced an

Adverse Incident as defined above. Reportable Incidents consist of the following:

1. **Abuse of staff:** Deliberate harm to staff by a member.
2. **Behavior:** Negative behavior resulting in safety concerns.
3. **Damage to Property:** Deliberate damage to agency property caused by member.
4. **Elopement:** Member purposefully leaving an inpatient treatment facility against medical advice.
5. **Medication Error:** Non life threatening - Medication error caused by staff.
6. **Physical Harassment:** Physical harm towards or perpetrated by member.
7. **Seclusion or Restraint:** used as a last resort behavior management option after less restrictive behavior management interventions have failed, or in the case of an unanticipated behavioral outburst, to ensure safety within the program

III. Procedures

- A. Contracted providers will submit adverse Incidents within **24 hours** of occurrence as follows:
 1. The Adverse Incident shall be reported to the State within 24 hours.
 2. Adverse incidents will be monitored and logged by GOBHI staff. GOBHI reserves the right to ask for additional information, access to records, or complete an Adverse Incident Review following an adverse incident.
- B. Other Reportable Incidents will be recorded by staff as they occur.
- C. Compliance Criteria
 1. Adverse Incident and Other reportable Incidents will be monitored for timeliness and follow through and will be reviewed for patterns and trends in the Quality Improvement Committee.
- D. At GOBHI, we acknowledge and address the historical and ongoing injustices and discrimination faced by individuals based on age, color, disability, gender, gender identity, language, national origin, race, religion, and sexual orientation. We firmly believe that the diverse cultures, ethnicities, backgrounds, and experiences of our staff and the individuals we serve are invaluable assets in shaping and improving our policies and procedures for the advancement of diversity, equity, and inclusion (DEI) practices in our daily work.

IV. Related Policies and Procedures, Forms and References

- A. NA

V. Affected Departments

- A. All GOBHI departments and contractors

Attachments

[!\[\]\(1d3a1175dd4902218e694b9c098adb83_img.jpg\) ABA Incident Report Form](#)

Approval Signatures

Step Description	Approver	Date
Policy Owner	Samuel Shea: GOBHI Operations and Compliance Senior Manager	2/25/2026

Applicability

GOBHI

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