



FIRST STEPS

early intervention program

INCIDENT REPORTING PROCEDURE AND TRAINING

FirstSteps for Kids, Inc. ("FirstSteps") takes reportable events very seriously. In order to assure that all parties are aware of FirstSteps' procedures and training related to such incidents. When an incident occurs with a patient common to Easter Seals of the Bay Area (ESBA) and FirstSteps, the incident must immediately be reported to a FirstSteps Program Director and Regional Clinic Director. Additionally, the employee reporting the incident and their supervisor. If a BHPN client, FirstSteps will also contact their BHPN Case Manager on the day of the incident. A "Reportable Event Note" form must also be completed and saved in the patient's file on Central Reach. Additionally, the incident report must be sent to the funding source (e.g. the BHPN, School District) within 24 hours, via encrypted email.

FirstSteps will take all actions to prevent client incidents by utilizing behavior analytic procedures with their clients, as well as with their staff and within their clinics. More specifically, FirstSteps utilizes antecedent strategies within sessions in order to prevent escalation events which may result in the need for more intrusive measures. Additionally, FirstSteps reinforces its employees for demonstrating safety during sessions and when applying interventions. Those who are observed to engage in any behavior that is not safe, will face immediate correction and potential disciplinary action. As incidents occur, should immediate additional training be deemed necessary, that will also take place with the appropriate parties. Twice per year, the senior leadership team will conduct an analysis of all incidents, across offices, and devise more global action plans to prevent future occurrences.

Despite such measures, FirstSteps recognizes that incidents may occur. Should one occur at the patient's home, the parent | guardian will be immediately notified. Should an incident occur at one of our centers, the parent | guardian will be immediately notified via phone. Should additional care of the patient be required after the incident, FirstSteps will request that the patient's parent | guardian pick up the child. All parties involved will be debriefed about the incident (to include a review of the event and recommendations) by the child's Program Director or Regional Clinic Director within 24 hours.

Employee Signature

Date

Employee Name

