

## Reporting & Communication

| Rule Requirement                                                                                                                                                                                                                  | Does agency have a policy? | Comments |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------|
|                                                                                                                                                                                                                                   | Y-N-N/A                    |          |
| 16.04.17.404 AGENCY REPORTING AND COMMUNICATION REQUIREMENTS. Each agency must develop and implement written policies and procedures outlining how the agency will document reporting and other communications for the following: |                            |          |

### 404.01 Reciprocal Communication

| Rule Requirement                                                                                                      | Y-N-N/A | Comments |
|-----------------------------------------------------------------------------------------------------------------------|---------|----------|
| 16.04.17.404.01 Reciprocal Communication. Communication with the legal guardian and other authorized individuals; and |         |          |

### 404.02 Reporting Requirements

| Rule Requirement                                                                                                                                                                                                                                                                                                                                                                          | Y-N-N/A | Comments |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------|
| 16.04.17.404.02 Reporting Requirements. Any agency employee or contractor must report all incidents and allegations of mistreatment, abuse, neglect, injuries of unknown origin, or exploitation to the administrator and to adult protection and law enforcement officials, as required by law under Section 39-5304, Idaho Code.                                                        |         |          |
| 16.04.17.404.02.a The agency administrator must investigate and document in the participant's records his investigation of all alleged violations. The agency must protect the participant from the possibility of abuse while the investigation is in progress. The administrator must ensure the events and the agency response to the events are documented in the participant record. |         |          |
| 16.04.17.404.02.b If the agency administrator verifies the alleged violation, appropriate corrective action must be taken and reported to law enforcement, the Department, and adult protection as required by law under Section 39-5304, Idaho Code.                                                                                                                                     |         |          |

### 404.03 Participant's Condition

| Rule Requirement                                                                                                                                                                                                                                                                       | Y-N-N/A | Comments |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------|
| 16.04.17.404.03 Participant's Condition. The agency administrator must notify the participant's legal guardian within twenty-four (24) hours, if one exists, of any significant incidents, or changes in participant's condition including serious illness, accident, death, or abuse. |         |          |

### 404.04 Notification to Department of a Participant's Condition

| Rule Requirement |  | Comments |
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| 16.04.17.404.04. Notification to Department of a Participant's Condition. Through a Department-approved process, the agency administrator must notify the Department by the close of the next business day of any significant incidents including: death, hospitalization, or if the participant is arrested or incarcerated. The Department will investigate or cause to be investigated any such incident that indicates there was a violation of the rules or statute. |         |  |