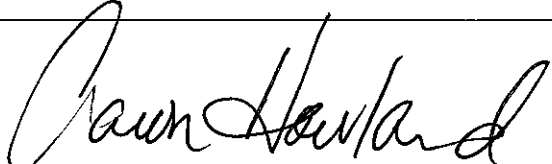


<b>Catholic Charities Disabilities Services</b>
<b>Agency Standard and Procedure</b>

<b>Standard Category</b>	<b>Residential</b>
<b>Standard Title</b>	<b>Immediate Protections</b>
<b>Regulations</b>	<b>14 NYCRR 624</b>
<b>Original Issue Date</b>	<b>August 16, 2018</b>
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<b>Attachments</b>	
<b>Approved by:</b> <b>Aaron Howland, Executive Director</b>	

**Standard:** It is the responsibility of the agency to take reasonable and prudent measures to immediately protect individuals from harm and abuse. To that end, and whenever necessary, the Executive Director designates the Residential Administrator on Call (AOC) to ensure that protection by means of the use of "Immediate Protections."

**Note:** Please see "Standard: Incident Management" for other required immediate responses.

#### **Definition**

An Immediate Protection is a temporary measure utilized to enhance the protection of an individual or individuals who, based upon an allegation, report, or identified issue, are judged to be at risk. Typical Immediate Protections include administrative leave<sup>1</sup>, increased staffing, increased supervision levels, training or re-training of staff, or transfer of staff. Because of the temporary

<sup>1</sup> Please see "Standard: Administrative Leave during Investigations" for further information about administrative leave.

nature of an Immediate Protection, a change to the individual's plan of care documents (IPOP, BSP, etc.) is typically not done as long as the Immediate Protections is in place.

## **Procedure**

### **Allegation of Physical or Sexual Abuse**

1. If Quality Assurance On-call receives an allegation of physical or sexual abuse, the QA staff person immediately informs the AOC of both the allegation<sup>2</sup> and that the target staff person must be placed on administrative leave. The QA staff person must confirm this conversation in an email to the AOC and the Director of Human Resources (HR), as well as documenting the time of notification on the General Event Record (GER).
2. The AOC places the target staff person on administrative leave as per the appropriate standard and informs QA and HR both verbally and by email that the target staff person has been placed on leave.

### **Other Allegation, Report or Identified Issue Requiring an Immediate Protections**

3. If Quality Assurance On-call receives an allegation, report, or identified issue that is not physical or sexual abuse, but does require Immediate Protections, the QA staff person immediately informs the AOC of the allegation and that Immediate Protections may be required. The QA staff person must confirm this conversation in an email to the AOC as well as documenting the time of the notification on the GER.
4. The AOC or Director of Residential Services determines the type of Immediate Protections that will be utilized and informs pertinent residential staff, QA and HR (if necessary) via email and S-com.

### **Suspension of the Immediate Protections**

5. As the investigation progresses, the Director of Quality Assurance may determine that continuation of Immediate Protections may not be necessary. If so, the Director of Quality Assurance will inform the Director of Residential Services via email that, based upon the preliminary findings of the investigation, she or he has no objection to suspending the Immediate Protections.
6. The Director of Residential Services will then make a determination as to whether or not the Immediate Protections can be suspended. If the decision is to suspend the Immediate Protections, the Director of Residential Services will inform pertinent residential staff, QA and HR (if necessary) via email and S-com.

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<sup>2</sup> Please see "Standard: Incident Management" for other necessary actions.

**Incident Review Committee**

7. During the course of their review of the incident and subsequent investigation, the Incident Review Committee may agree to suspend any remaining Immediate Protection.

**Note:** Immediate Protections can only be lifted upon either the recommendation of the Director of Quality Assurance and the concurrence of the Director of Residential Services or by the Incident Review Committee during the course of their review of the incident and investigation.