MAXABILITIES OF YORK COUNTY

POLICY TITLE: Incident Reporting *(replaces ANE & Critical Incident policies)*

EFFECTIVE DATE: November 1, 2026

POLICY REVISION: New Policy

REFERENCE: OIDD (Office of Intellectual and Developmental Disabilities)
Departmental Directive 534-04
CMS Incident Reporting Guidelines for States *(42 CFR § 441.311 (b) (1))*
Child Protection Reform Act *(S.C. Code Ann.§ 63-7-20)*
Omnibus Adult Protection Act *(S.C. Code Ann. § 43-35-5)*

RELATED PROCEDURAL DOCUMENTS: MaxAbilities Procedure: Incident Reporting

PURPOSE: This policy establishes the responsibility of MaxAbilities of York County (MaxAbilities) in developing systems to identify and report incidents to the appropriate state entity for required follow up according to OIDD's newly created 534-04 DD. This new directive combines reporting for issues of Abuse, Neglect & Exploitation as defined by CMS and state law with incidents deemed significant enough to be reported to OIDD as part of their state incident reporting and tracking system. MaxAbilities recognizes the organizational responsibility to ensure the following is in place to support an active process of protections for supported individuals.

- Structures are in place to support incident identification and reporting
- Accurate and time incident reporting
- Timely and appropriate actions are taken in response to incidents
- Each incident has a corresponding Administrative review to identify risk for reoccurrence
- Data related to incident management is routinely analyzed to determine preventions and to develop remediation strategies

POLICY STATEMENT: Supported individuals have the right to be treated with dignity and respect and to receive appropriate services and supports in safe environments. In partnership with OIDD, MaxAbilities has a responsibility to protect the health, safety, and rights of supported individuals.

Employees and volunteers of MaxAbilities of York County are all mandated reporters and are required to report any suspected abuse, neglect or exploitation and other sentinel events in accordance with CMS guidelines and state law. Failure to report may constitute abuse and may result in termination of employment and prosecution.

Employees who abuse, neglect, or exploit any person receiving services will be terminated and subject to prosecution. Any person terminated for abuse, neglect or exploitation will not be eligible for rehire by MaxAbilities of York County. Likewise, if

under an administrative review, an employee has been found to violate written rules, regulations or policies, employee disciplinary action will be taken.

TRAINING: All MaxAbilities employees and volunteers will successfully complete a training course on the contents of the OIDD directive 534-04 before providing any direct contact with supported individuals. All MaxAbilities managers will successfully complete a competency assessment on reporting requirements before being assigned to a management role.

PROCEDURE: All related procedural documents/ practices are to be developed and maintained by the MaxAbilities CEO/designee in keeping with the dictates of the most current version of 534-04 DD.