

Arizona Supreme Court (ASC)/Administrative Office of the Courts (AOC) Incident Reporting Chart

Effective July 1, 2016 – June 30, 2017

<p align="center">Reportable Incidents <i>(incidents occurring while clients are in a contracted service)</i></p>		Verbal Notification to ASC/AOC	Verbal Notification to Probation	Written Notification <i>Within three (3) business days after occurrence or after becoming aware of the incident</i>	
		<i>By 12:00 noon the next business day after occurrence or after becoming aware of the incident</i>	<i>Within three (3) hours of occurrence or of becoming aware of incident</i>	ASC/AOC	Probation
<p align="center">ASC/AOC Phone: (602) 452-3455 ASC/AOC Fax: (602) 452-3879</p>					
Health, Safety & Welfare Incidents	Any incident impacting the health, safety and welfare of clients, whether or not the incident involves youth served under AOC contract <i>(Note: Exclude/redact names and other identifying information of youth not funded by the ASC/AOC from the report prior to faxing to the ASC/AOC)</i>	Verbal notification is based upon type of incident and is to be completed in accordance with reporting requirements stated in the AOC Standards		•	•
Significant Incidents	Death of any client/youth (whether or not funded by the ASC/AOC)	•		•	•
	Riots, fire, and/or natural disasters	•		•	•
General Incidents	Homicidal or suicidal attempt or threat with a plan			•	•
	Physical assault while in contract service (requiring medical treatment beyond first aid)			•	•
	Medical treatment beyond first aid as a result of injury while in a contract service			•	•
	Emergency room or urgent care visits			•	•
	Request for emergency mental health stabilization provided by first responders and/or crisis intervention teams			•	•
	Sexual behavior involving staff and/or clients/youth (consensual or not)			•	•
	Locked seclusion and/or restraint			•	•
	Weapons possession			•	•
	Possession or use by a client of any quantity of illicit drugs or alcohol or medications not prescribed to the client			•	•
	Prescription medication errors			•	•
	Missed medication dosages and/or medication refusals that exceed two (2) consecutive days. <i>Note: Refusals must be discussed with the probation officer and documented</i>			•	•
	Acts by clients or staff where the Contractor involves law enforcement (excluding runaway)			•	•
	Self-harming behavior while in contract service (requiring medical treatment beyond first aid)			•	•
	Acts of inappropriate discipline or inappropriate behavior management involving clients/youth by staff			•	•
Traffic accidents involving clients transported by the Contractor or its personnel, transport contractor, volunteers or interns			•	•	
Additional Reports	Runaways (Report to Probation only)		•		•
	DCS referral (Report to Probation only)		•		•