

Catholic Charities Disabilities Services	
Agency Standard and Procedure	
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Approved by: Paula Jubic, Executive Director	

**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 Program Director or, after hours, Administrator on Call (AOC) to ensure that protection by means of the use of 'Immediate Protections.' whenever a reportable incident is classified by the NYS Justice Center. It is the responsibility of the Director, or designee, of the effected department to develop immediate protections based on the allegation.

**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 supported or individuals supported who, based upon an allegation, report, or identified issue, are judged to be at risk. Typical Immediate Protections may include but are not limited to: administrative leave<sup>1</sup>, increased staffing, increased supervision levels, training or re-training of staff, transfer of staff, emotional support to the individual, police notification (when applicable). Because of the temporary nature of an Immediate Protection, a change to the plan of care documents of the individual supported (IPOP, BSP, etc.) is typically not done as long as the Immediate Protections is in place. An immediate protection is not based on the presumption that the staff person involved engaged in the alleged conduct.

**Procedure:****Allegation of Physical or Sexual Abuse**

1. If Quality Assurance (QA) staff or QA On—Call receives an allegation of physical or sexual abuse, the QA staff person immediately informs the Program Director or 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 program Director or AOC and the Human Resources Agency Partner & Manager or designee (HR), as well as documenting the time of notification on the General Event Record (GER).

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

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

2. The Program Director or 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**

1. If Quality Assurance 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 Program Director or AOC of the allegation and that Immediate Protections will be required. The QA staff person must confirm this conversation in an email to the Program Director or AOC as well as documenting the time of the notification on the GER.
2. The Program Director or AOC determines the type of Immediate Protections that will be utilized and informs pertinent program staff, QA and, if necessary, HR via email and, if appropriate, Scomm.

#### **Communication of Immediate Protections**

1. The Program Director or AOC must communicate the Immediate Protections in writing to Quality Assurance as well as the supervisory staff of the relevant program and, when applicable, Human Resources.

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

1. As the investigation progresses, the Director of Quality Assurance or designee may determine that continuation of Immediate Protections may not be necessary. If so, the Director of Quality Assurance or designee will inform the Program Director or designee via email that, based upon the preliminary findings of the investigation, QA does not object to suspending the Immediate Protections.
2. The Program Director or designee 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 Program Director or designee will inform pertinent residential staff, QA and, if necessary, HR via email and, if appropriate, Scomm.

#### **Incident Review Committee**

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

#### **Note:**

Immediate Protections can only be lifted upon either the recommendation of the Director of Quality Assurance or designee and the Program Director or designee, or by the Incident Review Committee during the course of their review of the incident and investigation.