

481—67.2 (231B,231C,231D) Program policies and procedures, including those for incident reports. A program's policies and procedures must meet the minimum standards set by applicable requirements. The program shall follow the policies and procedures established by a program. All programs shall have policies and procedures related to the reporting of incidents including allegations of dependent adult abuse.

67.2(1) The program's policies and procedures on incident reports, at a minimum, shall include the following:

- a.* The program shall have available incident report forms for use by program staff.
- b.* An incident report shall be in detail and shall be provided on an incident report form.
- c.* The person in charge at the time of the incident shall prepare and sign the report.
- d.* The incident report shall include statements from individuals, if any, who witnessed the incident.
- e.* All accidents or unusual occurrences within the program's building or on the premises that affect tenants shall be reported as incidents.
- f.* A copy of the completed incident report shall be kept on file on the program's premises for a minimum of three years.

67.2(2) The program's policies and procedures on allegations of dependent adult abuse shall be consistent with Iowa Code chapter 235E and rules adopted pursuant to that chapter and, at a minimum, shall include:

- a.* Reporting requirements for staff and employees, and
- b.* Requirements that the victim and alleged abuser be separated.

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