

Incident Report Data Collection

Institute on Community Integration
University of Minnesota

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HUMAN SERVICES

Adapted from PBISApps: <https://www.pbisapps.org/About-Us/Pages/New-Category-Labels-Fall-2013>.

Challenging Behavior	Definition	Non-Examples	Examples
Verbal threats/Verbal Aggression/ Sexual Language in Inappropriate Contexts	Person delivers verbal messages that include unwanted sexual language, threatening language, abusive language or use of words in an inappropriate way in inappropriate contexts. Person engages in behavior causing an interruption in a job site or group activity.	<i>Swearing while joking with friends in one's home, or at appropriate time at work (e.g., break time when no customer or supervisor is near and talking with friends).</i>	<i>Swearing loudly in inappropriate contexts (e.g., job site, movie theater); verbal threats, such as "I am going to beat you up"; making inappropriate sexual comments to a co-worker. Screaming at a server at a restaurant.</i>
Other Self-Endangerment	Person engages in behaviors that puts their immediate safety at risk, such as negative social interactions or refusal to follow important/relevant directions necessary for safety or well-being.	<i>Disagreeing or declining to participate in events that are optional ("no, I don't want to eat pasta tonight"), smoking or unhealthy food.</i>	An example could be taking off their seat belt while a vehicle is in transit. Or crossing the road when the "Do Not Walk" signal is on.
Sexual Behavior in Inappropriate Contexts	Person engages in physical gestures/contact of a sexual nature to self or another person/adult in a public or private situation that is non-consensual; and in public even if the act is consensual.	<i>Engaging in sexual behavior that is appropriate under private conditions (e.g., masturbation).</i>	<i>Any actions directed at minors or that are non-consensual in nature; actions that may be considered consensual in nature but are in a public location (e.g., living room), masturbation in non-private conditions.</i>
Eloping	Person is in an area that is outside of boundaries (as defined by the person and team).	<i>Permitted leaving of an area; going into another room to get space from a situation.</i>	<i>Leaving the home, running away, leaving group in the community, leaving job site without others' knowledge.</i>

Physical Aggression	Person engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). Or person is involved in mutual participation in an incident involving physical violence against another person.	<i>Engaging in self-harm (put under self-injury); making physical threats (“watch it or I am going to hit you”): put under abusive language).</i>	<i>Pushing, hitting, biting, kicking, throwing items at someone or using items like weapons to harm someone.</i>
Property Damage	Person participates in an activity that results in destruction or disfigurement of property.	<i>Throws items at someone or uses items as weapons (put under physical aggression); accidental property damage (e.g., dropping and breaking a plate; bumping into a vase and knocking it over); ripping or breaking something of little to no value (e.g., ripping a tissue; crumpling a piece of paper).</i>	<i>Throwing, ripping apart, writing on, property in a manner that substantially damages the property.</i>
PICA	Person or attempts to ingest inedible stimuli (e.g., dirt, shaving cream, pieces paper).	<i>Swallowing a small amount of a common/nontoxic self-care item (e.g., swallowing a bit of toothpaste after brushing teeth).</i>	<i>Eating dirt, bits of paper, etc.</i>
Self-Injurious Behavior (SIB)	245D Definition “means behavior of a person which results in damage to the person’s own body”	<i>Biting finger nails/cuticles to the degree that people typically do.</i>	<i>Hitting self in the head, pulling out one’s hair, biting fingers until raw.</i>

PBS Incident Locations

Location of Incident	Definition	Non-Examples	Examples
Day Program	The location where adult workers are during the day that is not a specific job site.	<i>Specific job site.</i>	<i>Center-based program where people attend during the day.</i>
Job Site	A specific work location that is not the home or day program facility.	<i>Working on tasks at home or at a day program site.</i>	<i>Library, Restaurant.</i>
Bathroom/Restroom	Areas used by persons for taking care or personal needs.	<i>Other rooms.</i>	<i>Bathroom at home, day program, job site, in community.</i>
Bus/Transportation	The area inside the bus or other transportation vehicle.	<i>Waiting for the bus (put under loading zone).</i>	<i>On a bus, in a van, car, or other transportation vehicle.</i>
Bus/Transportation Loading Zone	The area used for bus or other transportation loading and unloading, including where one may wait for the transportation.	<i>On the bus, van, car, (put under bus/transportation).</i>	<i>E.g., walkway, front steps.</i>
Kitchen/dining area	The area used for preparing and eating meals (at the table) at home.	<i>If eating in one's room or outside for a picnic, etc.</i>	<i>In kitchen at home, job site, day program.</i>
Commons/Common Area	Areas shared by persons and staff for specific or leisure activities.	<i>In one's bedroom, in kitchen, etc.</i>	<i>Living room, TV room, game room, etc.</i>
Hallway/Transition Area	Areas designed for passing from one location to another.	<i>In bathroom.</i>	<i>Hallway between bedroom and bathroom.</i>
Staff Office/location	The area used by home, work, or day program staff, including an office or staff bedroom.	<i>Other room or common room (for everybody to spend leisure time)</i>	<i>Room used primarily for staff (such as office area or staff bedroom).</i>
Outside	The outside area around one's home, work, or jobsite that does not fit into another category (e.g., transportation area).	<i>Inside locations or transportation loading zones (when awaiting transportation).</i>	<i>Backyard, front yard, walking around the lake, outdoor park.</i>

Community Setting	Areas in the community that are not one's jobsite; including restaurants, grocery stores, movie theater, community center.	<i>Outdoor park, walking around lake (put under "outside" category).</i>	<i>Movie theater, restaurant, gas station, grocery store, in door park, etc.</i>
Unknown Location	The location of problem behavior event is not known or undetermined.	<i>Known location not included in the provided categories (put under "other location" if location is known but is not a category option).</i>	<i>A location that is unknown (e.g., staff or person being supported, roommate report incident but details are unclear about where it originally occurred).</i>
Other Location	The location for problem behavior event occurs in a location that is not listed.	<i>Unknown location (put under "unknown location")</i>	<i>Friend's house, laundry room.</i>

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PBS Incident Report Definitions: Potential Functions

Potential Function	Definition	Examples
Avoid Attention: Staff	Person engages in problem behavior(s) to get away from/escape from staff (DSPs, day program workers, bus driver).	<i>Yells "leave me alone; often resulting in DSPs walking away from the individual.</i>
Avoid Attention: Others	Person engages in problem behavior(s) to get escape or avoid other people, including roommates, co-workers, community members, family members, etc.	<i>Pushes room- mates/co-workers; often resulting in them leaving the individual alone.</i>
Avoid Tasks/Activities	Person engages in problem behavior(s) to get away from/escape tasks and/or activities.	<i>Stays in bed; often resulting in missing work.</i>
Obtain Attention: Staff	Person engages in problem behavior(s) to obtain attention from staff (DSPs, day program workers, bus driver). This can include either positive or negative attention from others (e.g., praise, reprimands, arguments, etc).	<i>Throws heavy item at someone, staff says "don't do that, you could hurt someone!"</i>
Obtain Attention: Others	Person engages in problem behavior(s) to gain others(s) attention.	<i>Yells "I hate this place"; often resulting in DSPs walking the person through a calm down technique or talking about the issue with them.</i>
Obtain items/Activities	Person engages in problem behavior(s) to gain items and/or activities.	<i>Screams and bites own arms; often resulting in being given a break on the computer to calm down.</i>
Unknown Motivation (Unknown)	Person engages in problem behavior(s) for unclear reasons.	<i>Person engages in the behavior without clear pattern in antecedents (what happens before the behavior) or consequences (what happens after the behavior).</i>
Others Involved	PBS Definition	Examples
None	Person engages in problem behavior incident alone.	
Other	Person engages in problem behavior with person not listed below.	
Other people	Person engages in problem behavior incident with peer(s).	
Staff	Person engages in problem behavior incident with staff.	
Family	Person engages in problem behavior incident with family members.	

Unknown	It is unclear if any others were involved in incident.	
Restricted Procedure	245D Definition	
Restraint-prohibited intervention for DHS licensed providers. Must have EPRC approval to use.	245D.02 Subd. 28. "Restraint" means manual restraint as defined in subdivision 15a or mechanical restraint as defined in subdivision 15b, or any other form of restraint that results in limiting of the free and normal movement of body or limbs.	
Emergency Use of Manual Restraint-This a restricted intervention	245D.02 Subd. 8a. Means using a manual restraint when a person poses an imminent risk of physical harm to self or others and is the least restrictive intervention that would achieve safety. Property damage, verbal aggression, or a person's refusal to receive or participate in treatment or programming on their own do not constitute an emergency.	
Emergency	245D.02 Subd. 8. Means any event that affects the ordinary daily operation of the program including, but not limited to , fires, severe weather, natural disasters, power failures, or other events that threaten the immediate health and safety of a person receiving services and that require calling 911, emergency evacuation, moving to an emergency shelter, or temporary closure or relocation of the program to another facility or service site for more than 24 hours.	
Manual restraint--prohibited intervention for DHS licensed providers. Must have EPRC approval to use.	245D.02 Subd. 15a "Manual restraint" means physical intervention intended to hold a person immobile or limit a person's voluntary movement by using body contact as the only source of physical restraint.	
Mechanical restraint-prohibited intervention for DHS licensed providers. Must have EPRC approval to use.	245D.02 Subd. 15b.(a) "Mechanical restraint" means the use of devices, materials, or equipment attached or adjacent to the person's body, or the use of practices that are intended to restrict freedom of movement or normal access to one's	

	<p>body or body parts, or limits a person's voluntary movement or holds a person immobile as an intervention precipitated by a person's behavior. The term applies to the use of mechanical restraint used to prevent injury with persons who engage in self-injurious behaviors, such as head-banging, gouging, or other actions resulting in tissue damage that have caused or could cause medical problems resulting from the self-injury.</p> <p>(b) Mechanical restraint does not include the following:</p> <p>(1) devices worn by the person that trigger electronic alarms to warn staff that a person is leaving a room or area, which do not, in and of themselves, restrict freedom of movement; or</p> <p>(2) the use of adaptive aids or equipment or orthotic devices ordered by a health care professional used to treat or manage a medical condition.</p>	
<p>Seclusion-prohibited intervention for DHS licensed providers. Must have EPRC approval to use.</p>	<p>245D.02 Subd. 29. "Seclusion" means: (1) removing a person involuntarily to a room from which exit is prohibited by a staff person or a mechanism such as a lock, a device, or an object positioned to hold the door closed or otherwise prevent the person from leaving the room; or (2) otherwise involuntarily removing or separating a person from an area, activity, situation, or social contact with others and blocking or preventing the person's return.</p>	
<p>Restraint & Seclusion</p>	<p>The use of both restraint and seclusion.</p>	
<p>None</p>	<p>(Default) No restraint or seclusion was used.</p>	