The following is instructions for reporting a possible unusual incident to your coordinator and/or Licensing Specialist.

1. Immediately consult your Coordinator via cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for urgent emergency incidents and curtsey call to principal of site. For non-urgent incidents please contact your coordinator via desk phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; if your Coordinator does not answer you must leave a voicemail. When leaving the voicemail include the incident, your name, site/room, and phone number.
2. If you have not received a call from your Coordinator by the end of the business day complete the “Fact Finding Report” (See Appendix \_ ). Send the report to your Coordinator and include the Facilities Licensing Specialist via email, fax or scan; the day of the concern/issue occurred.
	1. In the event support staff is available to provide additional support
		1. Facilities Licensing Specialist
		2. Resource Teacher
3. Your Coordinator and/or Facilities Licensing Specialist may contact you. It is important that you are available for a Fact Finding Interview.
4. The Coordinator and/or Licensing Specialist will have a conversation with you to determine if the incident meets one of the reporting requirements. If so, the Coordinator and/or Licensing Specialist will complete an Unusual Incident Report and submit to Community Care Licensing.

**When in doubt call your Coordinator and/or Licensing Specialist.**