# Walkaway Incident Report Checklist

Name Click or tap here to enter text. Date of Incident Click or tap to enter a date.

Please ensure the following information is included in your initial incident report. Utilize the checklist below to complete your initial incident report.

## **LOCATION & TIME**

[ ] Time of Incident

[ ] Time the individual was found and/or returned home

[ ] Intended destination, if known

[ ] Location where the individual was actually found

## **MOTIVATION**

[ ] The individual’s intended motivation when walking away, if known (visit friends, criminal activity, substance use, sexual activity, etc.)

[ ] Describe any pertinent events that occurred prior to the event

## **ACTIONS**

[ ] Indicate which, if any, actions were taken by staff (follow the individual, look for the individual, call 911, call non-emergency personnel, notify DDD On Call)

[ ] If staff could not follow or look for the individual, indicate why

[ ] Indicate if any type of medical treatment or first aid was provided

[ ] Note any actions taken to prevent future walkaways for the individual

## **SUPERVISION**

[ ] Describe the individual’s level of supervision at the time of the incident

[ ] Note if the individual was approved for unsupervised time and how much

[ ] Explain if the individual’s supervision was maintained during the incident and if not, why

[ ] Indicate if the individual was in the community independently and exceeded their approved unsupervised time, and by how much

[ ] List the staff present at the time of the incident

## **HISTORY**

[ ] Note the last time the individual had a walkaway

[ ] Indicate if the individual is a risk to others if left unsupervised and how (aggression, sexual behaviors, theft, etc.)

[ ] Note if the individual has a Behavior Support Plan (BSP) or Walkaway Protocol for managing walkaway events

[ ] Indicate if staff present had training on the individual’s BSP or Walkaway Protocol, if applicable

For staff training on walkaway prevention strategies or to arrange a consultation regarding walkaway behavior, please contact The DDD Resource Team at ddd.resourceteam@dhs.nj.gov. Additional resources on walkaway prevention can be accessed on the Division website at [www.nj.gov/humanservices/ddd/individuals/healthsafety/](https://www.nj.gov/humanservices/ddd/individuals/healthsafety/).