# 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](mailto: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/).