**King County Incident Reporting Protocols – July 2022**

**Send a Written Incident Report to the DDA Case Resource Manager and to King County**

* Send written reports to the appropriate DDA Case Resource Manager via secure email. Please also copy Susan Stremel, Gina Solberg, and Karla Lynch at King County. For School-to-Work (S2W) students, send the report to [s2wreports@kingcounty.gov](mailto:s2wreports@kingcounty.gov). If you do not know who the individual’s DDA Case Resource Manager is, please call DDA or King County for more information.
* When sending the report, please use the subject line: “Incident Report“ – **do not fax the report to King County**.

**Verbally Report Certain Types of Incidents to DDA and to King County**

* In addition to submitting a written report, staff members must also verbally report the types of incidents outlined in **Attachment C , Incident Reporting Timelines**, of [DDA Policy 6.08, Incident Management and Reporting Requirements for County and County Contracted Providers](https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy6.08.pdf). When calling DDA, **do not rely on voicemail alone**; please speak directly to the Case Resource Manager, or to a supervisor. If the Case Resource Manager is unavailable, leave a voicemail message for the Case Resource Manager ***and*** press “0” afterwards to be connected to the front desk. Tell the receptionist that you need to report an incident and ask them to direct you to the DDA Case Resource Manager or supervisor on duty.
* To report the incident to King County, please speak directly with Karla Lynch, Gina Solberg, Richard Wilson, or Susy Stremel. Follow up with the required written report to the DDA Case Resource Manager and King County.

**Reporting Requirements**

* Follow the requirements and timelines identified in [DDA Policy 6.08, Incident Management and Reporting Requirements for County and County Contracted Providers](https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy6.08.pdf). Remember to report to other entities, as required (e.g. – Adult Protective Services, Residential Care Services/Complaint Resolution Unit, and law enforcement). When in doubt, it is always best to report.
* Report the incident as soon as possible and within the required timelines; if necessary, you may submit an amended report.

**King County Developmental Disabilities and Early Childhood Supports Division**

Karla Lynch: Office – (206) 263-1102 ● [karla.lynch@kingcounty.gov](mailto:karla.lynch@kingcounty.gov)

Gina Solberg: Office – (206) 263-0797 ● [gsolberg@kingcounty.gov](mailto:gsolberg@kingcounty.gov)

Richard Wilson: Office – (206) 263-9044 ● [richard.wilson@kingcounty.gov](mailto:richard.wilson@kingcounty.gov)

Susy Stremel: Office – (206) 263-9046 ● Cell – (206) 399-7465 ● [susan.stremel@kingcounty.gov](mailto:susan.stremel@kingcounty.gov)

**Washington State DDA Region 2 Headquarters**

Front Desk: (206) 568-5700; 8:00 a.m. – 5:00 p.m., Monday through Friday, except holidays.

**After Hours Reporting to Washington State DDA and King County**

After regular business hours, please use the telephone numbers listed below to verbally report **only** **the specific types of incidents** referenced in [Attachment C, Incident Reporting Timelines - DDA Policy 6.08, Incident Management and Reporting Requirements for County and County Contracted Providers](https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy6.08.pdf).

DDA After Hours Reporting: (206) 366-6738

Susy Stremel, King County Adult Services Supervisor: Cell – (206) 399-7465