



Office of Faith-Based and Community Initiatives

Mitchell E. Daniels, Jr., *Governor* • Paula Parker-Sawyers, *Executive Director*

COMMUNICATION 2006-P-05

TO: OFBCI Personnel and National Service Sub-Grantees
FROM: Paula Parker-Sawyers
CC: Agency Operations Manual (2006)
DATE: July 12, 2006
SUBJECT: **Member Injuries** (Reporting of)

PURPOSE

To establish reporting requirements for serious injuries or death sustained by AmeriCorps*State Members in the performance of their service responsibilities.

EFFECTIVE DATE

Retroactive to July 1, 2006
(REVISED on August 3, 2006)

SCOPE

This communication applies to all AmeriCorps*State sub-grantee organizations.

RECESSION

The ICCSV and the OFBCI rescind all previous communications issued by the Indiana Commission on Community Service and Volunteerism (ICCSV) and the Department of Workforce Development (DWD) pertaining to reporting requirements relative to Member injuries and death.

STATEMENT OF POLICY

A. *Definitions.*

For purposes of this policy, a *serious injury* is an injury or injuries sustained by an AmeriCorps*State Member in the performance of his or her required service activity for which medical attention by a licensed health care provider is sought.

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B. Notification.

Upon notification to the OFBCI of a Member's injury or death, the OFBCI shall report the information promptly to the Corporation for National and Community Service (CNCS).

C. Procedures Established.

- (1) A sub-grantee organization shall report a Member's serious injury or death to the OFBCI senior program officer via electronic mail or facsimile in not more than one business day of the occurrence or notification of the occurrence by the member, whichever comes first.

The written notification shall contain the following information:

- (a) Name of the Member
 - (b) Date and location of the occurrence
 - (c) Description of the cause of the injury or death
 - (d) Nature of the injury (if applicable)
 - (e) Status of the Member's condition (if applicable)
- (2) In the event that a Member is hospitalized in serious or critical condition, or in the event of Member death, a sub-grantee organization shall also notify the senior program officer of the situation via a telephone call within, but not more than, one business day of the occurrence.
 - (3) If the senior program officer is unavailable to receive the notification, the sub-grantee shall notify by electronic mail one of the following OFBCI staff members: deputy director, chief financial officer, or executive director.
 - (4) The senior program officer or notified OFBCI staff member shall send an electronic mail notice to the appropriate CNCS program officer immediately upon receipt of the notification of serious injury or death of a Member.
 - (5) The senior program officer shall file the written notification pertaining to the serious Member injury or death in the appropriate sub-grantee program file.

REFERENCES AND PRECEDENCE

A. References.

AmeriCorps Special Provisions, IV.D.9 (Member Death or Injury, page 11) (2005)

B. Precedence.

Should there be any inconsistency between the United States and Indiana Codes, Indiana Executive Orders, U.S. and Indiana Administrative Codes, and this internal policy the order of precedence that will prevail is (1) United States and Indiana Codes; (2) AmeriCorps General Provisions; (3) AmeriCorps Special Provisions; (4) this internal policy.

INTERPRETATION

The OFBCI executive director shall have the sole authority to interpret the provisions set forth in this policy.

APPROVAL:

A handwritten signature in black ink, reading "Paula Parker-Sawyers". The signature is written in a cursive style with a large initial "P".

Paula Parker-Sawyers, Executive Director

August 3, 2006

Date