
POLICY	All critical incidents must be reported to the BJJ director of residential facilities, the BJJ director and other appropriate parties outlined in this item.
PURPOSE	To ensure that DHS management has accurate information to provide the families of affected youth and staff, and to the media in the case of a critical incident.
DEFINITIONS	See JRG, JJ Residential Glossary .
RESPONSIBLE STAFF	Designated in the facility standard operating procedure.
CRITICAL INCIDENT PROCEDURES	<p>Each facility must develop and implement standard operating procedures (SOPs) to report critical incidents. At a minimum, SOPs must contain the following requirements:</p> <p>Each facility must maintain a list of confidential telephone numbers to facilitate the communication of critical incident information.</p> <p>Staff must immediately report a critical incident to facility supervision.</p> <p>The facility/center director or designee must notify the director of the BJJ residential facilities division or designee.</p>
CHILD/WARD DEATH OR SERIOUS INJURY/ ILLNESS	<p>Each death, serious injury or illness of a youth in BJJ treatment, detention and community justice center programs must be reported immediately to:</p> <ul style="list-style-type: none">• The director of the BJJ residential facilities division.• The youth's parent(s) or legal guardian(s).• The facility's licensing consultant.• The youth's juvenile justice specialist, care management organization worker or probation officer.• DHS management, including the BJJ director, by completing a DHS Alert System Unusual Incident. See Services Requirements Manual (SRM) 172 for alert procedures and timeframes.• For instructions in use of the DHS Alert System, see http://intranet-01.mfia.state.mi.us/AgencyAlerts/.

Written Report of Death

Complete the DHS-4712-M, Report of Death - Minor, for all deaths of youths under 18 years of age or the DHS-4712, Report of Death, for all deaths involving youths 18 years or older.

Within three (3) working days, send copies of the DHS 4712-M or 4712 to the individuals designated on the form and fax a copy to the Office of Communications at (517) 373-8471.

Licensing Form

Complete and submit the child welfare licensing form (which Bureau of Children and Adult Licensing will provide) following the death of any youth.

MEDIA INTEREST, INVOLVEMENT OR INQUIRY

All critical incidents which could generate media interest must be reported to administration through the DHS alert system. If it is known that the media is already interested in a critical incident, immediately report all available information to the Office of Communications.

All media inquiries should be directed to the DHS Office of Communications for response. Only the BJJ director, the DHS chief deputy director or the DHS director may authorize direct contact by DHS staff with the media.

EMPLOYEE MALFEASANCE

Allegations of employee malfeasance must be reported to the DHS Office of Labor Relations within three (3) working days.

CRITICAL INCIDENT UPDATES AND RESOLUTION

Resolution or updated information regarding a critical incident must be provided to the individuals that were notified as directed above.

AUTHORITY

Social Welfare Act, MCL 400.115a(1)(l)

Child Caring Institutions Rules, R400.4167

Deputy Directors, Bureau and Office Director Memorandum, DHS Alert System and Process, June 12, 2006