
 <b>CHILDREN COME FIRST</b> <small>COMMUNITY PARTNERSHIPS, INC</small>  <b>POLICY &amp; PROCEDURE</b>	 <small>DANE COUNTY A Division of Community Partnership, Inc. and the DCF's staff and the Clinical Services Department of Human Services</small>	Date Issued: <b>1/1/00</b>	Subject:		
		Revised: <b>11/30/07</b>	<b>Critical Incident Reporting</b>		
		Effective: <b>1/1/08</b>	Section: <b>PROVIDER NETWORK</b>	Policy No: <b>006</b>	Page: <b>1 of 2</b>

## I. POLICY

It is the policy of Children Come First that all Critical Incidents that occur under the direct supervision of a provider must be reported to Children Come First and documented on the *Critical Incident Report* form.

**This policy does not exempt providers in any way from following all reporting requirements of their own agency/clinic related to critical incidents or from State mandatory reporting requirements.**

## II. PROCEDURE

Critical Incidents are defined as any event or situation that jeopardizes the health or safety of youth and family members enrolled in Children Come First or of providers under contract with or associated with Children Come First. These situations include, but are not limited to, the following:

1. Death
2. Physical injury
3. Fire setting
4. Commission of a serious offense to or by the enrollee that results in police contact.
5. Enrollee attempted suicide or actively suicidal
6. Physical or sexual assault on or by enrollee
7. Physical restraint of an enrollee

Critical Incidents must be documented on the *Critical Incident Report* form and faxed to Clinical Services Manager within 24 hours. Critical Incidents occurring on a weekend must be reported by calling the CCF on-call pager at 608-657-0964, in addition to a faxed *Critical Incident Report*.

The Clinical Services Manager will review the *Critical Incident Report* and notify the provider within 24 hours of any action taken or action needed to be taken, which will be indicated on the bottom portion of the *Critical Incident Report* form.

The Clinical Services Manager will immediately notify the Care Coordinator(s) of all involved parties, and the Clinical Supervisor, that a Critical Incident has occurred and the plan of action.

The Care Coordinator will immediately address or facilitate the Child and Family Team to address any immediate health or safety needs.

It is recommended that a Child and Family Team meeting be held within 48 hours of a Critical Incident to revise or update the Crisis Plan and to address areas of concern.

All *Critical Incident Report* forms will be kept on file with Children Come First in the provider's file. A copy will also be placed in the enrollee's file.

**III. RELATED FORMS**

*Critical Incident Report Form*

**Reviewed and Approved by:** \_\_\_\_\_  
**Scott Strong, Executive Director**