

POLICY

All critical incidents in residential juvenile justice facilities must be reported to the Bureau of Juvenile Justice (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**

BJJ director, facility director and facility staff.

**CRITICAL
INCIDENT
PROCEDURES**

Each facility must develop and implement written procedures to report critical incidents. These procedures must contain the following requirements:

- Maintenance of a list of confidential telephone numbers to facilitate the communication of critical incident information.
- Staff must immediately report a critical incident to facility supervision.
- The facility director or designee must notify the BJJ director.

**CHILD/WARD
DEATH OR
SERIOUS
INJURY/ILLNESS**

Each death, serious injury or illness of a youth in a treatment or detention facility must be reported **immediately** to:

- 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 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 must 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 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, 1939 PA 280, as amended, MCL 400.115a(1)(I)

Child Caring Institutions Rules, 1983 AACS R400.4167

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