

Policy 1.32– Reporting Incidents

Summary

- Provides guidelines for completing incident reports

Background:

In March of 2020, a global pandemic called COVID-19 was declared. JR leadership decided to minimize the number of policy changes so JR staff could focus on the many additional ways they need to protect and support the JR youth and young adults in our care.

The existing policy did not undergo the typical sunset review, but rather was extended until the spring.

Policy Summary

This policy requires incident reports are completed in ACT using attached Guidelines for Writing Incident Reports. The policy references situations where incident reports must be completed and references the policies with additional reporting guidelines. The policy clarifies reporting timelines and establishes timelines for merging incident reports. It also requires that incident reports are reviewed during the Case Review and when the CBA is updated.

Changes from Current Practice

- There are no changes to current practice or timelines.
- The policy sunset review date is extended to May 1, 2021.

Training Required: No

Policy Effective Date: March 23, 2016

*Staff are responsible for reading and understanding the information contained in the full policy.
Review of this summary is not sufficient for full understanding.*

POLICY 1.32 REPORTING INCIDENTS

Policy Committee Chair

Lori Kesi
Regional Administrator, Regions 1 & 2
Juvenile Rehabilitation

Approved



John Clayton, Assistant Secretary
Juvenile Rehabilitation
3/4/2016

Authorizing Sources

DCYF AP 7.02

Information Contact

Andrea Ruiz
Policy, Planning & Lean Administrator
Juvenile Rehabilitation

Effective Date (*Technical Edit 9/17/2020*)¹
3/23/2016

Sunset Review Date
5/1/2021

I. PURPOSE AND SCOPE

This policy provides expectations for youth or young adult² (referred to as “youth” throughout policy) incident reporting in JR residential facilities and programs.

All staff, contractors, volunteers, and interns working in or for Juvenile Rehabilitation (JR) are responsible for reviewing and complying with JR policies.

II. POLICY

1. **Staff must document incidents occurring during their shift on an incident report in ACT.**
2. **Incident reports must address observations from the incident in accordance with the attached Guidelines for Writing Incident Reports.**
3. **Incident reports must be completed for the following types of incidents.**
 - 3.1. Serious and violent events as defined in Policy 1.30, *Reporting Serious and Emergent Incidents*, including:
 - 3.1.1. Allegations of child abuse or neglect in accordance with Policy 5.91, *Reporting Abuse and Neglect of JR Youth*
 - 3.1.2. Allegations of sexual abuse or sexual contact in accordance with Policy 5.90, *Applying PREA Juvenile Standards in JR*

¹ 12/13/19 Technical Edit: Updated DSHS references and forms to DCYF.

² 9/17/2020 Technical Edit: Added “youth or young adults” clarifying policy covers both, and refer to both collectively as “youth” in policy.

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- 3.1.3. Suicide attempts in accordance with Policy 3.30, *Assessing and Treating Youth Suicide and Self-Harm Risk*
 - 3.2. Escapes in accordance with Policy 5.30, *Handling Youth Escapes or Unauthorized Absences*
 - 3.3. Death of a resident in accordance with Policy 1.31, *Responding to the Death of a JR Youth*
 - 3.4. Use of restraints in accordance with Policy 5.10, *Using Physical Restraints*
 - 3.5. Room confinement or isolation exceeding 15 minutes in accordance with Policy 5.50, *Managing Room Confinement and Isolation*
 - 3.6. Searches conducted in accordance with Policy 5.70, *Conducting Searches* including cross-gender searches
 - 3.7. Behavior leading to a more restrictive environment
 - 3.8. Behavior leading to a longer length of stay, when extensions to the release date have been implemented in accordance with *Policy 6.50, Setting Juvenile Release Dates*
 - 3.9. Disturbances, such as:
 - 3.9.1. Youth disturbance or riot
 - 3.9.2. Natural disasters
 - 3.9.3. Bomb threats
 - 3.9.4. Other disturbances involving law enforcement
 - 3.10. Other adverse events, including those leading to completion of a DCYF Claim for Facility Damages form (DCYF Form 20-225).
- 4. Additional reporting protocols contained in the policies referenced must be followed.**
 - 5. Reports must be completed within a specific time period.**
 - 5.1. Verbal reports must be made immediately, to a supervisor, Officer of the Day, Superintendent, Community Facility Administrator or Regional Administrator.
 - 5.2. The written incident report must be completed in ACT as soon as possible, but no later than the end of the staff's shift.
 - 6. Managers must merge incident reports as soon as possible and no later than 3 business days of the incident.**
 - 7. Incident Reports must be reviewed when a youth's Case Review is conducted and the CBA is updated.**
 - 8. If required, an Administrative Report of Incident (ARI) must be completed in accordance with Policy 1.30, *Reporting Serious and Emergent Incidents.***

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III. DEFINITIONS

Incident Report: A document completed in ACT recording the full facts related to client, staff, volunteer, or visitor behavior issues, serious and emergent events, or natural disasters so others may be fully informed of the event.

Administrative Report of Incident: A document completed in ACT (by the appointing authority or designee) in accordance with Policy 1.30, to inform executive staff of particular high-level incidents.

IV. RELATED JR POLICIES

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|-----------------------------------------------------------------------|-------------------------------------------------------|
| Policy 1.30 - Reporting Serious and Emergent Incidents | Policy 5.50 – Managing Room Confinement and Isolation |
| Policy 1.31 - Responding to the Death of a JR Youth | Policy 5.70 - Conducting Searches |
| Policy 3.30 – Assessing and Treating Youth Suicide and Self-Harm Risk | Policy 5.90 - Applying PREA Juvenile Standards in JR |
| Policy 5.10 - Using Physical Restraints with Youth | Policy 5.91 - Reporting Abuse and Neglect of JR Youth |
| Policy 5.30 - Handling Youth Escapes or Unauthorized Absences | |

V. FORMS AND DOCUMENTS

Document Title	Available In ACT	Link to Form
JR Claim for Damages		DCYF Form 20-225
Guidelines for Writing Incident Reports		

JUVENILE REHABILITATION

ATTACHMENT 1 – POLICY 1.32 – INCIDENT REPORTING

Guidelines for Writing an Incident Report

1. In order to be useful for reviewers who were not there, Incident Reports must:

- 1.1. Be descriptive of the behavior and environment at the time,
- 1.2. Give the names of staff members, youth and others directly involved and those involved as witnesses,
- 1.3. Identify location of the incident,
- 1.4. Ensure the date and time of the incident are accurate,
- 1.5. Report the complete or full facts, not opinions or interpretations of facts,
- 1.6. Identify outcomes of the event.

2. Best practices for writing incident reports require that staff:

- 2.1. Use concise, professional language describing events accurately and completely,
- 2.2. Present a neutral and non-judgmental perspective,
- 2.3. Provide accurate quotations of key verbal exchanges that occurred during the incident if they are deemed to be important to understanding the events being described, including clear identification of youth or staff making the statements,
- 2.4. Profanity or slang may be written out in full when used as part of a direct quotation of what was said during the incident.

3. In compliance with Policy 1.20, *Staff Conduct*, staff writing incident reports will:

- 3.1. Avoid making statements that appear to be racially insensitive or sexually inappropriate,
- 3.2. Avoid making statements that discriminate based on race, age, gender, religion, religious beliefs, sexual orientation, gender identity, physical or mental disability, native language, nationality, or socioeconomic strata.