



STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES
1500 Jefferson Street, SE • P.O. Box 40975 • Olympia WA 98504-0975

July 25, 2023

TO: All Juvenile Rehabilitation Employees

FROM: Felice Upton, JR Assistant Secretary *Felice J. Upton*

SUBJECT: **Critical Incident Review Referrals**

EFFECTIVE DATE: Immediately

Interim Directive

The following changes to practice are issued effective immediately:

The Critical Incident Review Team (CIRT) will begin conducting reviews of certain Critical Incidents. [Juvenile Rehabilitation Policy 1.30, Reporting Serious and Emergent Incidents](#) defines *Serious and Emergent (Critical) Incidents* broadly. For the purpose of this interim directive, the following Critical Incidents will require a **review** at all times:

- Death of resident at a Juvenile Rehabilitation facility
- Death of staff at a Juvenile Rehabilitation facility
- Escape of resident from Juvenile Rehabilitation facility
- Use of Force¹
- Drug use or overdose requiring medical intervention (onsite or offsite)

This list will expand over time and added to the JR policy currently under development. The Assistant Secretary and Deputy Assistant Secretary may request a Critical Incident Review for any incident not on the above list at any time and will communicate this directly to the respective Appointing Authority.

Within two business days of one of the above Critical Incidents occurring, the Appointing Authority or designee must:

1. Complete the [JR Critical Incident Review Team \(CIRT\) Notification \(DCYF 20-025\)](#) form and email the referral to Duane Bailey, CIRT Administrator at DuaneBailey@dcyf.wa.gov.
2. Verify all supporting documentation is thoroughly completed, including:
 - a. Automated Client Tracking (ACT) incident reports are completed by all staff involved, reviewed, and merged.
 - b. If medical attention was necessary, progress notes are entered in ACT.
 - c. Any other documentation that may need to be preserved to support a thorough review (wellness check documentation, log books, etc.).

¹ **Physical Restraint:** Direct physical contact where force is applied by staff to a youth. The force is applied either to restrict movement or mobility, or to disengage from harmful behavior. **Mechanical restraint:** Device used to physically restrain youth to assist in behavioral intervention. Approved mechanical restraints are wrist, waist, and ankle restraints. ([JR Policy 5.10](#))

3. Verify any applicable video is uploaded to the following secure folder: [J:\CIRT\Review](#) folder and label video with the facility name and incident date.

Other reporting required by JR policy, including Child Protective Services (CPS) referrals are still required. CIRT will coordinate with CPS and other investigating entities during the course of their review.

Upon completion of the Critical Incident Review, a report will be provided to the Appointing Authority with an option for an in-person or virtual overview by the CIRT Administrator with the Appointing Authority and their leadership team, upon request. If during the review it is determined a referral is required for CPS, Law Enforcement, PREA or Workplace Investigations that has not occurred yet, the CIRT Administrator will communicate this directly to the Appointing Authority.

Additional Information

The Critical Incident Review Team is in direct alignment and response with identified and communicated goals for Juvenile Rehabilitation, one of which is our commitment to the safety of staff and residents, as well as ensuring we contribute to an environment of professionalism and always seeking to improve our practice. This team will conduct transparent and regular reviews of our work to improve safety and the environments staff work in and residents reside in.

Critical Incident Reviews allow for the analysis of factors that contributed to successful outcomes and areas in need of system improvements, training and other corrective action. As soon as possible after the incident resolves following a Critical Incident, facility designees² should conduct a **debrief**³ with staff involved to determine the following:

- Chronological order of what occurred before, during, and after the incident.
- Identify any injuries to staff and/or residents and follow up care.
- Assignment of documentation.
- What was done well?
- What can be done differently to improve the outcome?
- Next steps to continue operations safely.
- Required notifications (Officer of the Day, facility leadership, CPS)

For more information on Critical Incident debriefs or questions regarding this interim directive, please contact Duane Bailey, CIRT Administrator at Duane.Bailey@dcyf.wa.gov.

² “Facility designee” is the lead manager on site as defined in local protocol. This may include a Supervisor, Living Unit Manager, Community Facility Administrator or Associate Superintendent.

³ Documentation of debriefs is to be defined by local protocol.