



The Human Development Center, Inc. Policy & Procedure	Policy #210	
<input checked="" type="checkbox"/> Milw County <input checked="" type="checkbox"/> T19	Effective Date: 06/01/2011	Subject: CRITICAL INCIDENT REPORTING

I. POLICY

It is the policy of The Human Development Center, Inc that all Critical Incidents must be reported immediately to the Program Supervisor to ensure that all necessary actions are taken to ensure the health, safety and welfare of all Wraparound Milwaukee youth, families and team members.

II. PROCEDURE

A. "Critical Incidents" are defined as any events or situations that jeopardize the health or safety of youth and family members enrolled in Wraparound Milwaukee or of staff employed by or associated with Wraparound Milwaukee. These situations include, but are not limited to, the following:

1. Automobile accidents.
2. Death.
3. Physical injury.
4. Fire Setting.
5. Commission of a serious offense to or by the enrollee or employee.
6. Youth attempts suicide or is actively suicidal.
7. Any event that could result in media exposure.
8. Physical or sexual assault on or by enrollee or employee (includes attempted or alleged).
9. Theft.
10. Other-An incident of a critical nature that may not be identified above (i.e., death threat made to an enrollee or employee, etc.).

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1. Critical Incidents must be reported to the program supervisor immediately and documented on the CRITICAL INCIDENT REPORT by the program supervisor.
 2. HDC will immediately report incident to guardian, Care Coordinator, and Wraparound Milwaukee quality assurance department.
 3. Breaking of any of provider don'ts, that is grounds for termination.
 4. Anything not listed in provider don'ts, may result in immediate suspension.