

WASHINGTON STATE DEPARTMENT OF SOCIAL & HEALTH SERVICES
REHABILITATION ADMINISTRATION
JUVENILE REHABILITATION

POLICY 1.32 REPORTING INCIDENTS

Policy Committee Chair

Don Mead, Ed. D.
Superintendent, Echo Glen
Juvenile Rehabilitation

Approved



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

Authorizing Sources

DSHS Administrative Policy 9.01

Information Contact

Jennifer Zipoy, Policy & Planning Administrator
Juvenile Rehabilitation
jrapolicy@dshs.wa.gov, Ph: 360-902-8092

Effective Date

3/23/2016

Sunset Review Date

3/23/2020

I. PURPOSE AND SCOPE

This policy provides expectations for incident reporting in JR residential facilities and programs.

All staff, contractors, volunteers, and interns working in the Division of Institution Programs, Division of Community Programs and Parole, and the Division of Operations and Support Services 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*
 - 3.1.3. Suicide attempts in accordance with Policy 3.30, *Assessing and Treating Youth Suicide and Self-Harm Risk*

Policy 1.32, Reporting Incidents 3/23/2016

- 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, *Assigning Room Confinement or Isolation*
 - 3.6. Searches conducted in accordance with Policy 5.70, *Conducting Searches* including cross-gender searches
 - 3.7. Behavior that leads to a more restrictive environment
 - 3.8. Behavior that leads to a longer length of stay, when extensions to the CERD have been implemented in accordance with Policy 6.50, *Establishing the Release from Commitment Date*,
 - 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 that involve law enforcement
 - 3.10. Other adverse events, including those that lead to completion of a DSHS Claim for Damages form (DSHS 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*.**

Policy 1.32, **Reporting Incidents 3/23/2016**

III. DEFINITIONS

Incident Report: A document completed in ACT that records the full facts related to client, staff, volunteer, or visitor behavior issues, serious and emergent events, or natural disasters so that 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

Policy 1.30 - Reporting Serious and Emergent Incidents	Policy 5.50 – 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	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 Paper form
JR Claim for Damages		DSHS Form 20-225
Guidelines for Writing Incident Reports		
