

Mississippi Department of Human Services (MDHS) Division of Youth Services (DYS) Subgrant Unit	
Subject: Serious Incident Reporting	Policy Number: DYS-SMU-SIR-01
Number of Pages: 3	
Attachments: A. MDHS PER- 260 REV 02/05 B. Serious Incident Log Form –DYS-SMU-SIR-02 C. Witness Statement Form-DYS-SMU-SIR/IR-01	Effective Date: October 1, 2013
	Approved:  <hr/> James Maccarone, Director Division of Youth Services

I. POLICY

The purpose of this policy is to ensure compliance with the proper process for reporting “serious incidents” to the Mississippi Department of Human Services, Division of Youth Services and that all incidents pertaining to youth and staff safety and other major events are reported in writing to the DYS Division Director.

The serious incident report form, MDHS PER- 260, will be used to document events that have taken place and to provide the organization with accurate and complete information upon which to make decisions and to take appropriate corrective actions. Some serious incidents may require further investigations which will be conducted by the Division of Youth Services, Subgrant Unit and/or the Division of Program Integrity.

Serious Incident Report Log: This log includes the serious incident report number, the name of the person writing the report, the name of the primary student involved, the date and time of incident.

II. DEFINITIONS

The following types of incidents require a Serious Incident Report- (SIR):

- A. *Serious* - any event occurring on or off of department property which involves department employees, subgrant employees and/or the public and has a direct impact on the department, the public or department assets.

- B. ***Accident with injury*** - any accident involving an employee, visitor, or client who requires first aid treatment or ambulance transport. Any accident involving a client or visitor injured or not, will fall into this category for the purposes of reporting as a "serious incident".
- C. ***Escape/Runaway*** - when a child remanded to the custody of the department leaves his/her assigned facility or home without official permission or court documents authoring such. This includes, but is not limited to, detention centers, foster homes, transitional living centers, or any federal funded program.
- D. ***Facility/Mechanical/Fire*** - any incident involving vandalism, defacement, or damage to any Department of Human Services facility. Any incident involving mechanical failure or breakdown of essential facility equipment. Any incident involving fire at any Department of Human Services facility.
- E. ***Assault/Fight/ Use of Mace*** - any physical or escalated verbal altercation involving any Department of Human Services employee, any Subgrant staff, or any person remanded to the custody of the Department of Human Services. Any physical or escalated verbal altercation involving any person that takes place on the property of any Mississippi Department of Human Services Facility. This includes any altercation that results in the use of mace by any person employed by the Mississippi Department of Human Services.
- F. ***Stolen Property*** - any incident involving missing property belonging to the State of Mississippi valued at \$100.00 or above.
- G. ***Break-in*** - any incident involving the forcible entry to the Mississippi Department of Human Services facility or vehicle.
- H. ***Vehicle Damage/Abuse*** - any damage for any reason to any vehicle owned by the Mississippi Department of Human Services or any vehicle parked on the grounds of any Mississippi Department of Human Services facility.
- I. ***Threat via Telephone/Mail*** - any threat to person or facility of the Mississippi Department of Human Services or Mississippi State Government received through any means.
- J. ***Contraband*** – Any prohibited items e.g., drugs, alcohol, weapons, cigarettes, lighters, cell phones etc.)
- K. ***Suicide Attempt*** - Any act undertaken with the intent of ending the youth's life.

Suicidal Ideation/Gestures: Statements (e.g., “I feel like I want to kill myself”) or behaviors (e.g., tying a t-shirt around one’s neck but not tying it to a stationary object, cutting, etc.) in which the youth intends to do harm, but for the purpose of communicating rather than ending his or her life.

- L. ***Alleged Physical Abuse*** - An allegation that staff physically mistreated youth. The staff may have intentionally tried to hurt a youth by choking, slapping, punching, etc., or may have used excessive or unnecessary force when trying to control youth.
- M. ***Youth on Youth*** - Alleged Physical Abuse- Youth may have intentionally tried to hurt another youth by choking, slapping, punching, etc., or may have used excessive or unnecessary force.
- N. ***Alleged Sexual Abuse*** - An allegation that staff was sexually inappropriate with youth, which could include sexualized statements, inappropriate sexual relationships, or forced sexual behavior. In addition, alleged sexual abuse can include Youth on Youth.
- O. ***Alleged Inappropriate Conduct/Comments*** - An allegation that staff behaved inappropriately in some way. This could include statements (profanity, derogatory words, name-calling, antagonizing, threatening, etc.) or behaving in an unprofessional manner with youth.
- P. ***Group Disturbance*** - Major disruption to the standard operations of the facility by a group of youth (generally 4 or more). The disruption may involve violence, property destruction or general out-of-control behavior.
- Q. ***Automobile Accident with State Vehicle and/or staff traffic accident/citation*** - A traffic accident involving a State vehicle, a traffic citation received while driving a State vehicle or a traffic accident while on state business in a personal vehicle.
- R. ***Sexual Contact, Youth-on-Youth*** - Either consensual or forced sexual contact between youth under the State’s care.
- S. ***Other*** - Specify - any incident not included in other categories that requires immediate notification to executive management.

III. PROCEDURE

- A. All staff are required to send Serious Incident Reports, (SIR's) to the Division of Youth Services, Division Director within 24 hours. This shall include all written and signed witnessed accounts of events.
1. The staff person should verbally report the incident to the Division of Youth Services, Division Director within one (1) hour.
 2. The person observing the incident must complete a written report using the Serious Incident Report Form, MDHS PER 260. The report must be completed and turned in to the Division Director before the end of the day on which the serious incident occurred.
 3. If the incident includes an allegation of staff misconduct (e.g., excessive force etc.) the accused staff will provide a witness statement. The incident report will be completed by another staff member who was involved or observed the event.
 4. All other staff that observed or were involved in the incident must complete a witness statement. The statement must be signed, dated and written independently and must account for the staff's own actions and those of others involved. The statement must be completed and submitted to the program coordinator before the end of the day on which the incident occurred.
 5. All youth involved in the incident will be asked to write a statement. If the youth refuses to write a statement, his/her refusal must be documented in writing. Youth who were not involved but who observed the incident may also be asked to complete a witness statement. All youth witness statements must be written independently. Staff must provide assistance to youth who have limited writing skills.
 6. Failing to report an incident can result in the termination of the subgrant.
 7. The Provider is also responsible for ensuring that all sub-contractors are in compliance with the serious incident reporting requirements.
 8. The Provider shall ensure that staff have access to training on serious incident reporting.
 9. All training on serious incident reporting must be completed by employees prior to direct contact with children.

11. Program Coordinator shall attach and forward all completed serious incidents to the Division of Youth Services, Division Director.
 - a. Program staff shall meet to discuss all incidents involving violence by youth or staff.
 - b) The review shall include an examination of the underlying causes in order to identify recurring problems and develop a corrective action for the problem.
 - c) The Program Coordinator shall provide feedback to all staff within 30 days which includes a summary of recurring problems and actions to be taken.