

Within 10 days of the incident, submit this form with any attachments to your licensor.  
DHS Licensing Fax Number: 651-431-7673

**Program Information**

License Number \_\_\_\_\_ Program Name \_\_\_\_\_  
 Person Reporting \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Incident Information**

	Attachments	Yes	No	Number of Pages
Date of Incident	Time of Incident			Date of Report
Staff Involved	Resident(s) Involved			

Incident Type (Select all that apply. See page 2 for definitions and reporting guidelines.)

- |                          |                                    |   |
|--------------------------|------------------------------------|---|
| Suicide                  | Alleged Maltreatment               | Runaway (see definition)                            |
| Attempted Suicide        | Serious Resident Illness or Injury | Other act or situation that requires a response by: |
| Death                    | Sexual Misconduct                  | Law Enforcement                                     |
| Assault (see definition) | Other                              | Fire Department                                     |
|                          |                                    | Ambulance   |
|                          |                                    | Other Emergency Responder                           |

Summary of the Incident

Summary of the Program's Response

**PLEASE NOTE:** Reporting this Critical Incident to DHS Licensing does not change your mandated reporting responsibilities.

**DHS Use Only** Licensor Instructions: Document your initials, the date this report was reviewed, and any contacts made regarding the incident.

# DHS Children’s Residential Facilities Programs

## Critical Incident Reporting

**Subp. 24. Critical incident.** “Critical incident” means an occurrence, which involves a resident and requires the program to make a response that is not a part of the program’s ordinary daily routine. Examples of critical incidents include, but are not limited to, suicide, attempted suicide, homicide, death of a resident, injury that is either life-threatening or requires medical treatment, fire which requires fire department response, alleged maltreatment of a resident, assault of a resident, assault by a resident, client-to-client sexual contact, or other act or situation which would require a response by law enforcement, the fire department, an ambulance, or another emergency response provider.

### Incident Definitions and Parameters

<b>SUICIDE</b>	Intentionally killing oneself.
<b>ATTEMPTED SUICIDE</b>	The attempt to intentionally kill oneself, and the attempt caused injury or could have resulted in serious injury or death.
<b>DEATH</b>	Accidental death, death from natural causes, or homicide.
<b>ASSAULT</b>	An act of aggression that results in serious resident injury.
<b>ALLEGED MALTREATMENT</b>	Alleged maltreatment.
<b>SERIOUS ILLNESS OR INJURY</b>	<p>Any illness or injury that requires hospitalization or significant medical treatment.</p> <ul style="list-style-type: none"><li>▪ Significant medical treatment is treatment that could not be provided by a trained health care person in a non-clinic setting, such as treatment that could be provided by the program’s RN.</li></ul> <p>A report is not required if the recipient was evaluated by a health care person to rule out a fracture or other serious illness or injury, when it was determined there was no fracture or other serious injury</p>
<b>SEXUAL MISCONDUCT</b>	<p>Including intentional touching of another person’s intimate parts and kissing.</p> <ul style="list-style-type: none"><li>▪ A report is not required if the sexual contact is assessed to be age appropriate, and occurs in the presence of staff, or that is not part of a larger pattern.</li></ul>
<b>OTHER</b>	Other significant incidents that require the program to make a response that is not part of the program’s ordinary daily routine.
<b>RUNAWAY</b>	A resident’s departure from the licensed program without permission or authority. Only runaways that require that involve a response by emergency responders need to be reported. If police were informed of the runaway but didn’t intervene, and/or if the child returns to the program within 24 hours, a critical incident report is not required.
<b>OTHER ACT OR SITUATION THAT REQUIRES A RESPONSE BY LAW ENFORCEMENT, FIRE, AMBULANCE, ETC.</b>	Other acts or situations that require a response by law enforcement, the fire department, an ambulance, or other emergency responder.