DEPARTMENT OF HUMAN SERVICES

Intensive Residential Treatment Facilities & Residential Crisis Stabilization Critical Incident Reporting Form

Instructions

Email this form to IRTS.CIR.DHS@state.mn.us within ten days of the occurrence. Multiple CIR's can be submitted in one email. The subject line of your email must include your licensor's name and your license number, i.e. "Attn Sally Smith, 801234"

Program Information

License Number _____ **Program Name** _____

Person Reporting _____ **Contact Information** _____

Incident Information

Date of Incident _____ **Time of Incident** _____ **Date of Report** _____

Staff Involved _____

Client(s) Involved _____

Incident Type

Select all that apply. See attachment for definitions and reporting guidelines.

- ☐ Suicide
- ☐ Attempted suicide
- ☐ Death
- ☐ Assault
- ☐ Alleged maltreatment
- ☐ Serious client injury
- ☐ Law enforcement response
- ☐ Fire department response
- ☐ Ambulance or other emergency response
- ☐ Other

Summary of the Incident

Summary of the Program's Response

NOTE: Reporting a critical incident does not change your mandated reporting responsibilities.

DHS use only: identify date reviewed and licensor's initials

IRTS/RCS Critical Incident Reporting definitions and reporting guidelines

Minnesota Statutes, section 245I.02, subdivision 13
"Critical incident" means an occurrence involving a client that requires a license holder to respond in a manner that is not part of the license holder's ordinary daily routine. Critical incident includes a client's suicide, attempted suicide, or homicide; a client's death; an injury to a client or other person that is life-threatening or requires medical treatment; a fire that requires a fire department's response; alleged maltreatment of a client; an assault of a client; an assault by a client; or other situation that requires a response by law enforcement, the fire department, an ambulance, or another emergency response provider.

Note: If you have a question about whether or not to report an incident as a critical incident, please contact your licensor.

Incident Type	Definition and Reporting Guidelines
Suicide	Intentionally killing oneself.
Attempted suicide	The attempt to intentionally kill oneself, when the attempt caused injury or could have resulted in serious injury or death.
Death	Accidental death, death from natural causes, or homicide.
Assault	An act of aggression by or to a client that results in serious injury.
Alleged maltreatment	Alleged maltreatment.
Serious injury	Any injury that requires hospitalization or significant medical treatment. 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. A report is not required if the recipient was evaluated by a health care person to rule out a fracture or other serious injury, when it was determined there was no fracture or other serious injury
Other	Other significant incidents that require the program to make a response that is not part of the program's ordinary daily routine.
Law enforcement, fire department, ambulance or other emergency response	Other acts or situations that require a response by law enforcement, the fire department, an ambulance, or other emergency responder. A report is not required if law enforcement is notified that a voluntary client eloped, but does not intervene. A report is not required if a client calls law enforcement, an ambulance, etc., unless it is part of a larger pattern or related to another critical incident