

Definition: 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

MS 241.021: All facility administrators of correctional facilities are required to report all other emergency or unusual occurrences as defined by rule, including uses of force by facility staff that result in substantial bodily harm or suicide attempts, to the commissioner of corrections within ten days from the occurrence, including any demographic information as required by the commissioner. The commissioner of corrections shall consult with the Minnesota Sheriffs' Association and a representative from the Minnesota Association of Community Corrections Act Counties who is responsible for the operations of an adult correctional facility to define "use of force" that results in substantial bodily harm for reporting purposes.

CRITICAL INCIDENT DEFINITIONS

Incident Type	Incident Definition	Legal Authority to Report
Act or Situation that Requires an Emergency Response Provider	An act or situation that would require a response by law enforcement, the fire department, an ambulance or another emergency response provider (This would include escapes from a secure facility.)	MN Rule 2960.0080 subpart 17 and MN Statute 241.021
Alleged Maltreatment of a Resident	An allegation of maltreatment as defined under Minnesota Statutes, 260E.	MN Rule 2960.0080 subpart 17 and MN Statute 260E
Assault by a Resident	A resident assaults another individual (staff or peer) and requires medical attention, such as treatment by a medical professional or first aid administered by staff.	MN Rule 2960.0080 subpart 17
Assault of a Resident	A resident is assaulted (by staff or peer) and requires medical attention, such as treatment by a medical professional or first aid administered by staff.	MN Rule 2960.0080 subpart 17
Attempted Suicide	The attempt to kill oneself.	MN Rules 2960.0080 subpart 17
Chemical Irritant	Use of any nonlethal chemical compound that is used in an emergency situation to subdue or gain control of a resident who is endangering, self, others, or the security of the program.	MN Rules 2960.0080 subpart 17

Client to Client Sexual Contact	Any sexual contact between residents. Sexual contact includes intentional touching of another person's intimate parts, or the clothing covering the immediate area of the intimate parts.	MN Rule 2960.0080 subpart 17
Death – Other	Death from natural causes or unknown (MUST BE REPORTED WITHIN 24 HOURS per 241.021)	MN Statute 241.021
Death - Suicide	Intentionally killing oneself (MUST BE REPORTED WITHIN 24 HOURS per 241.021)	MN Statute 241.021
Death - Homicide	The killing of one person by another (MUST BE REPORTED WITHIN 24 HOURS per 241.021)	MN Statute 241.021
Fire	Incident of fire that requires a response by a local fire department.	MN Rule 2960.0080 subpart 17
Injury	Injury to a resident that is either life-threatening or requires medical treatment.	MN Rule 2960.0080 subpart 17
Other	Any occurrence which requires the program to make a response that is not part of the program's ordinary daily routine, being of an unusual or serious nature that involves, or endanger the lives or safety of facility staff or residents.	MN Rules 2960.0080 subpart 17
Removal of bedding or clothing	Depriving a resident of any bedding or clothing.	Rule 2960.0270, subpart 10, item B
Restraints on Pregnant Residents	Use of restraints on pregnant resident. <i>This is an annual report required to be provided. A CIR can be submitted per incident, or one time annually.</i>	MN Statutes 241.88 subd. 3
Strip Search	A visual inspection of a juvenile's unclothed breasts, buttocks, or genitalia. MUST BE REPORTED WITHIN 24 HOURS per 241.0215.	MN Statute 241.0215 subd 3, c

SAFETY BASED SEPARATION DEFINITIONS

Administrative Separation	"Administrative separation" means when a resident is separated from other residents because of the seriousness of the resident's behavior or because the resident's behavior cannot be addressed by placing the resident in safety-stabilization period, as prescribed	MN Rule 2960.0740 subpart 3
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	under part 2960.0740, subpart 1. DOC notification after 48 hours of Administrative Separation. DOC notification every 7 days a resident is on Administrative Separation along with the following information (1) the resident's administrative separation plan; (2) the resident's progress toward transitioning out of administrative separation; and (3) why the resident requires continued placement in administrative separation.	
Medical Separation	"Medical separation" means when a resident is separated from other residents because facility staff must respond to a medical event that threatens the safety of the resident, other residents, or facility staff. DOC notification after 48 hours of Medical Separation. DOC notification every 7 days a resident is on Medical Separation along with the following information (1) the resident's medical separation plan; (2) the resident's progress toward transitioning out of medical separation; and (3) why the resident requires continued placement in medical separation.	MN Rule 2960.0750 subpart 3
Reintegration	When staff determine that the resident's behavior no longer requires Administrative Separation and Medical Separation and the resident can be reintegrated into facility operations. * Changes from one separation status to another should be documented as reintegration "	MN Rule 2960.0740 subpart 4, item B and MN Rule 2960.0750 subpart 4, item B
Safety Stabilization Period	"Safety-stabilization period" or "SSP" means when a resident is separated, in a locked or	MN Rule 2960.0730, subpart 6

	unlocked room, from other residents to ensure the safety of the resident, other residents, or facility staff. Notification to commissioner required, once a resident has been in SSP for 24 hours	
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QUARTERLY AND ANNUAL REPORTING

Administrative Separation	<p>A. For each incident of administrative separation, a facility must document how many hours that a resident spends in a locked or unlocked space, excluding sleeping hours, when the resident cannot leave without staff approval. This data must be provided in the facility's quarterly and annual reporting under item B.</p> <p>B. Each quarter and annually at the end of the calendar year, a license holder must report to the commissioner the following data: (1) the number of administrative separations, including: (a) the reason for each administrative separation; (b) the length of each incident, excluding sleeping hours; and (c) the time that each resident was in administrative separation without other individuals in the room; and (2) the number of residents who experienced administrative separation, including demographic data disaggregated by age, race, and gender.</p>	MN Rule 2960.0740 subpart 5
Medical Separation	A. For each incident of medical separation, staff must document how many hours that a resident spends in a locked or unlocked space, excluding sleeping hours, when the resident cannot leave without staff	MN Rule 2960.0750 subpart 5

	<p>approval. This data must be provided in the facility's quarterly and annual reporting under item B.</p> <p>B. Each quarter and annually at the end of the calendar year, a license holder must report to the commissioner the following data: (1) the number of medical separations, including: (a) the reason for each medical separation; (b) the length of each incident, excluding sleeping hours; and (c) the cumulative time that all residents were removed from their units and programming; and (2) the number of residents who experienced medical separation, including demographic data disaggregated by age, race, and gender.</p>	
Safety Stabilization Period	<p>A. Each quarter and annually at the end of the calendar year, a license holder must report to the commissioner the following data: (1) every SSP incident, including: (a) the length of each incident, excluding sleeping hours; and (b) the cumulative time that all residents were removed from their units and programming; and (2) the number of residents who were placed in SSP, including demographic data disaggregated by age, race, and gender.</p> <p>B. For each SSP incident, staff must document how many hours that a resident spends in a locked space, excluding sleeping hours and when the resident may leave without staff approval. This data must be provided in the facility's quarterly and annual reporting under item A.</p>	MN Rule 2960.0730, subpart 9

