

Incident Reporting Procedure – Mental Health Division

The following incident types require a DMH Critical Incident Report:

1. Death of a participant
2. Any serious threat of harm to persons or property
3. Any incident that has been or will likely be reported in the press or have an impact on the public interest.
4. Any injury that requires hospitalization
5. Any event that results in serious disability
6. Any sexual assault or alleged sexual assault
7. Any physical assault which requires medical intervention or hospitalization
8. Any arrest
9. Any incident that results in fire or police intervention
10. Any temporary relocation of a program
11. Missing person involving a client who is at risk of harm to self or others

The following incident types require an internal (MHA) incident report:

1. Missing person (if you file a missing person report on a participant, complete an incident report)
2. Any injury that requires medical intervention
3. Any assault that does not require medical intervention or hospitalization
4. Suicidal or homicidal threats or ideation
5. Medical or psychiatric hospitalization
6. Crisis evaluation

Procedure:

1. When an incident occurs, decide which incident form to use (DMH vs MHA)
2. Internal incident reports are located on the employee website under Employee Documents → Incident Report Forms → MH Incident Report Template
3. Complete the form as soon after the incident as possible, but within no more than 24 hours.
4. Complete each field thoroughly and accurately.
5. Once the staff completes the form, it should be saved on the S drive and forwarded to the supervisor for review.
6. The Supervisor completes the “review” and “follow up” sections indicating what prompted the incident and what the follow up plan is.
7. The Supervisor signs the form electronically and resaves.
8. The Supervisor emails the completed and reviewed form to **MH Incident** and cc’s the Program Director, as well as Kris Stack and Elizabeth Young for all medically related incidents.
9. Incident will be reviewed by the Clinical Director, Division Director, and Program Director and will contact the appropriate staff for follow up as needed.
10. DMH Incident reports will be forwarded to the appropriate person at DMH by the Program Director.