

Children's Residential Facilities Critical Incident Reporting Form

Instructions

Email this form to CRF.CIR@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 licensors 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

Resident(s) Involved

Incident Type

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

Suicide

Alleged maltreatment

Runaway

Attempted suicide

Serious resident illness or injury

Law enforcement response

Death

Sexual misconduct

Fire department response

Assault

Other

Ambulance or other emergency response

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

CRF Critical Incident Reporting definitions and reporting guidelines

Minnesota Rules, part 2960.0020, 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.

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

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 that results in serious resident or staff injury.
Alleged maltreatment	Alleged maltreatment.
Serious illness or injury	<p>Any illness or injury that requires hospitalization or significant medical treatment.</p> <p>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.</p> <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>
Sexual misconduct	<p>Including intentional touching of another person’s intimate parts and kissing.</p> <p>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.</p>
Other	Other significant incidents that require the program to make a response that is not part of the program’s ordinary daily routine.
Runaway	<p>A resident’s departure from the licensed program without permission or authority.</p> <p>Report runaways involving emergency responders. 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.</p>
Law enforcement, fire department, ambulance or other emergency response	<p>Other acts or situations that require a response by law enforcement, the fire department, an ambulance, or other emergency responder.</p> <p>A report is not required if a resident calls law enforcement, an ambulance, etc., unless it is part of a larger pattern or related to another critical incident</p>