

SUBJECT: INCIDENT REPORTING PROCEDURES

EFFECTIVE DATE: 9/9/2015

REVISED DATE:

PURPOSE: The purpose of this policy is to define the process for receiving and processing incident reports.

SCOPE: Miami-Dade County Homeless Continuum of Care

PROCEDURES:

1. Homeless CoC providers contracted with Miami-Dade County Homeless Trust must report the following types of critical incidents, via fax (305)375-2722 or email, to the attention of our Incident Report Coordinator: Miguel Pimentel. These incidents are defined and outlined in CF-OP 215-6.
 - Child-on-Child Sexual Abuse
 - Child Arrest
 - Child Death
 - Adult Death
 - Elopement refers to court ordered clients that run away and do not return
 - Employee Arrest
 - Employee Misconduct
 - Escape
 - Missing Child
 - Security Incident – Unintentional
 - Significant Injury to Clients
 - Significant Injury to Staff
 - Suicide Attempt
 - Sexual Abuse/Sexual Battery
2. For each critical incident, an incident report must be submitted to Miami-Dade County Homeless Trust **within one business day**. The incident report needs to include:
 - Facility/Home
 - Clients Name
 - Clients Age
 - Date & Time of Accident/Incident
 - Place of Accident/Incident
 - Description of Accident/Incident
 - Description or nature of injury

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- Witness(es) to Accident/Incident
 - What action(s) were taken?
 - Parent/Guardian information, and if they were contacted? Time? How?
 - Other Persons Contacted
 - Describe Medical Treatment/First Aid
 - Signature of Staff Completing Form, Date and Time
 - Signature of Director/Person in Charge, Date and Time
3. When a critical incident occurs, subcontracted provider staff should:
- Take action to ensure the health, safety, and welfare of all individuals involved in the incident, and
 - Contact law enforcement, emergency responders, or the Abuse Hotline.

TOOLS: Miami-Dade County Homeless Trust Incident Report Form