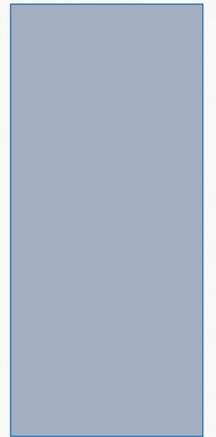


CRITICAL INCIDENT REPORTING (CIR)

CSS-03-106



Objectives

- Understand CSS-03-106 - Community Supervision Standard for reporting Critical Incidents.
- Understand which critical incident category types require immediate verbal notification.
- Understand the process for providing immediate verbal notification.
- Understand the process for completing written documentation of critical incidents within CASIMS.

Why is it important to report critical incidents involving juvenile offenders?

- **Community safety and security**

Provides documentation which demonstrates a youth behaviors which may be of concern and impact community safety and security.

- **Understand the youth's behavior (risk/needs)**

Assists CSO in developing a plan to address the youth's high risk/needs

- **Data/Research**

Provides documentation regarding the number of specific incidents type of incidents, specific locations, and types of juveniles (gender, age, risk level) involved in specific incidents.

CSS-03-106

Written policy, procedure and practice shall require the Community Supervision Agency to report Critical Incidents involving juvenile offenders that are in the court ordered custody of KDOC **EXCEPT** juvenile offenders in a Juvenile Correctional Facility (JCF).

Report critical incidents involving juvenile offenders who are court ordered to case management and conditional release.

* To “report” an incident means that once specific information about the incident is enter into the Critical Incident screen in CASIMS the “**Report Complete: Auto generate email**” button is checked.

The following types of critical incidents shall be **immediately reported verbally** upon learning of the incident:

- **Suicide:** Intentionally killing oneself
- **Homicide:** The killing of one person by another
- **Other death:** Accidental death or death from natural causes
- **Riot/hostage situation:** Serious disturbance by 3 or more
- **Other:** Potential for significant media coverage



Immediate verbal reporting

During regular business hours (Monday – Friday; 8am – 5pm)

Call a KDOC – DJS Program Consultant in the Contracted Services Unit at 785-296-3317.

**if a Program Consultant in the Contracted Services Unit is not available, advise the phone receptionist your call is regarding a Critical Incident Report and ask to speak to a Program Consultant in the Community Based Services Division.

**if a Program Consultant in the Community Based Services Division is not available, ask to speak to a member of the KDOC-DJS executive staff.



Immediate verbal reporting

Outside of regular working hours

Call Larned Juvenile Correctional Facility (LJCF)

Central Control at 620-285-0305

Inform the Central Control Staff that you are reporting a community critical incident.



Immediate verbal reporting

When making an **immediate verbal report** you will need to provide the following information:

- Your name
- The judicial district the youth is supervised from
- The youth's full name
- The youth's age
- The location/placement of the incident
- The incident type



Electronically report the incident in CASIMS

Incidents that require **immediate verbal reporting** shall be reported in writing electronically within **two (2)** business days

The screenshot shows the JJA CASIMS web application interface. The browser title is "JJJCFS - jjjcfcs.ksjja.org - Remote Desktop Connection". The application title is "JJA CASIMS - [State of Kansas CASIMS Juvenile Information]". The interface includes a menu bar with "File", "Alerts", "AFCARS", and "Reports". Below the menu bar, there are fields for "Record #", "JO Name", "JJIS ID", "Supervision Start Date" (5/7/2014), "Supervision Type" (CM Case Management), and "SID/KBI Num". There are also "Search Local" and "Finished" buttons. Below these fields, there are tabs for "Juvenile", "Legal", "Supervision Plan", "Chronos", "Calendar", "Placement/Movement", "Interstate Compact", "Misc", and "Court Case Closure". The "Violation" tab is selected. The "Critical Incident" section includes fields for "Supervision Officer:", "Time of Incident:", "Date of Incident:", "Incident # (JtoNumber)", "Incident Category Type:", and "Location of Incident:". Below this is a table with columns "Full Name of Involved", "Involvement", and "Type of Ind.". The "Summary of Incident:" and "Action Taken/Follow up:" fields are also present. At the bottom, there is a checkbox for "Report complete: Auto-generate email to JJA" with a date field set to "8/21/2014". Below this, there are fields for "What happened:", "Why it happened:", and "Comments:". A blue arrow points from the "Report complete" checkbox to the text "You must click this box to submit the report".

**You must
click this
box to
submit the
report**

Location/Placement

Location should include the **Provider Name** and **Level of Service** as documented in CASIMS. **Do not include specific address, or names of foster/biological parents or other caregivers.**

(e.g., New Directions – YRC II)

However, if the youth is on a **home pass** when an incident occurs, location should be documented as “Parent – Home”. **Do not include specific address, or names of foster/biological parents or other caregivers.**

If a youth is **AWOL** when an incident occurs, location should be documented as “AWOL”. **Do not include specific address, or names of foster/biological parents or other caregivers.**

Critical incidents category types which DO NOT require immediate verbal reporting...

must be **submitted in CASIMS** within **2 days**

Refer to Standard CSS-03-106 for definitions

- Abuse
- Sexual abuse or sexual harassment
- Absent without official leave (AWOL)
- Serious juvenile injury/illness
- Assault/battery
- Serious infectious disease
- Attempted suicide
- Natural disaster
- Other



Electronically reporting incidents that **DO NOT** require immediate verbal notification in CASIMS

Report in writing electronically within **two (2)** business days

The screenshot shows a remote desktop connection to the JJA CASIMS system. The interface includes a menu bar with 'File', 'Alerts', 'AFCARS', and 'Reports'. Below the menu, there are fields for 'Record ID', 'JO Name', 'Supervision Start Date' (5/7/2014), 'Supervision Type' (CM Case Management), and 'SID/KBI Num'. A navigation bar contains tabs for 'Juvenile', 'Legal', 'Supervision Plan', 'Chronos', 'Calendar', 'Placement/Movement', 'Interstate Compact', 'Misc', and 'Court Case Closure'. The main form area has tabs for 'JO Travel', 'Critical Incident', and 'Violation'. The 'Violation' tab is active, showing fields for 'Supervision Officer', 'Time of Incident', 'Date of Incident', 'Incident Category Type', and 'Location of Incident'. Below these is a table with columns 'Full Name of Involved', 'Involvement', and 'Type of Ind.'. Further down are 'Summary of Incident' and 'Action Taken/Follow up' fields. At the bottom, there is a checkbox labeled 'Report complete: Auto-generate email to JJA' with a date field set to 8/21/2014. Below this, a note states 'Fields below are no longer used, but shown for historical purposes.' followed by 'What happened:', 'Why it happened:', and 'Comments:' fields.

You must click this box to submit the report

Non-Critical Incidents

A **Non-Critical Incident** is an incident that occurs during normal day to day operations and requires an intervention by staff but **DOES NOT** meet the definition for a critical incidents per CSS-03-106.

These incidents should be documented in CASIMS chronos.

Examples may include:

- A youth found smoking cigarettes
- A youth not following staff directions
- A youth refusing to participate in group
- A youth gets into a fight but LEO is not notified and no medical attention is needed.

Other Supervision Levels

Incidents involving youth who are under JCF, ISP supervision should **not** be reported to KDOC Central Office.

The screenshot shows a web application window titled "JJCFCS - jjcfs.ksjja.org - Remote Desktop Connection". The interface includes a navigation menu with tabs like "Juvenile", "Legal", "Supervision Plan", "Chronos", "Calendar", "Placement/Movement", "Interstate Compact", "Misc", and "Court Case Closure". The main form area has tabs for "JO Travel", "Critical Incident", and "Violation". The "Violation" tab is active, showing fields for "Supervision Officer", "Time of Incident", "Date of Incident", "Incident #", "Incident Category Type", "Location of Incident", "Summary of Incident", and "Action Taken/Follow up". A red box highlights a checkbox labeled "Report complete: Auto-generate email to JJA" with the date "8/21/2014". Below this, there are fields for "What happened:", "Why it happened:", and "Comments:". A blue arrow points from the red box to the right side of the slide.

DO NOT!
click this
box to
submit the
report

QUESTIONS

If you have questions please contact Ashley Brown, Program Consultant II at 785-296-3315.

Thank you