WMPC Critical Incident Report – MDHHS

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| **Critical Incident Type** | Emergency Incident  Significant Incident | |
| **Incident Occurred** | Date: Time: | |
| **Agency Notified of Incident** | Date: Time: | |
| **Incident Reported to WMPC** | Date: Time: | |
| **Incident Reported to WMPC Timely?** | | Yes  No |
| **Primary Foster Care Worker:** | | **Primary Foster Care Supervisor:** |
| **Assigned Agency:** | | **Reporting Person Name:** |
| **Child Name:** | | **Child PID:** |
| **Child Date of Birth:** | | **Parent(s) Name:** |
| **Child living arrangement when incident occurred:** | | |
| **Detail of incident** |  | |
| **History with case member** |  | |
| **Previous involvement with agency** |  | |
| **Actions taken** |  | |
| **Media involvement** |  | |
| **Law enforcement involvement** |  | |

Critical Incident Protocol

Emergency Incident Reporting

Agencies must contact their assigned WMPC Care Coordinator (or WMPC On-Call Staff if outside of normal business hours) via phone immediately, but no later than 4 hours from the time of their notification of the emergency incident occurring. The agency must also email a WMPC Critical Incident Report form within the same time frame to WMPC Intake at [wmpcintake@wmpc.care](mailto:wmpcintake@wmpc.care).

Example Scenarios:

* Death of a child, parent, or current caregiver.
* Serious accident or injury of a child requiring emergency medical hospitalization and involving potentially life-threatening conditions.

Protocol:

* Immediate notification (no later than 4 hours of being notified of the incident) by phone to Care Coordinator. If outside of normal business hours, contact WMPC on-call staff at 616-265-6528.
* Complete WMPC 210 Form and email it to WMPC Intake at [wmpcintake@wmpc.care](mailto:wmpcintake@wmpc.care) within 4 hours of being notified of the incident.

Significant Incident Reporting

Agencies must notify WMPC via email within 4 business hours of their notification of a significant incident occurring. The Critical Incident Report must be emailed to WMPC Intake at [wmpcintake@wmpc.care](mailto:wmpcintake@wmpc.care).

Example Scenarios:

* Victimization or alleged victimization of a child (rape, physical or sexual assault, human trafficking, etc.)
* Substantiated abuse/neglect of a foster child, including within a foster home.
* Law enforcement investigation of a child’s criminal action or conduct, including any instance of placing a child in detention or jail.
* Any instance when a child is admitted into the hospital. *Note: If hospitalization is due to a serious accident or injury of a child, the incident is considered an emergency. Any other reason for hospitalization is categorized as a significant incident.*
* Any attempted removal or removal of a foster child from the foster home by any person who is not authorized by the child placing agency.
* AWOL Youth ONLY when entered into LEIN.
* A court order reflects that reasonable efforts were not found.
* DCWL investigation of the agency.

Protocol:

* Complete WMPC 210 Form and email it to WMPC Intake at [wmpcintake@wmpc.care](mailto:wmpcintake@wmpc.care) within 4 business hours of being notified of the incident.