

Chapter: Program
Subject: Notification & Documentation of Critical Incidents
Section: 12.11
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ODJFS Rule: 5101: 2-9-23
Reviewed/
Revised: 4/10/2020

NRTC notifies the individual or agency which placed the youth and the person or agency holding custody, if different, within twenty-four hours if any of the following occur:

1. Death of the youth;
2. Absent without leave (AWOL) / Runaway;
3. Non-routine medical treatment or any hospitalization;
4. Expulsion or suspension from school;
5. Any alleged delinquent or criminal activity of the youth;
6. Any situation in which the youth is a victim of alleged delinquent or criminal activity;
7. Suicide or self-mutilation attempts;
8. Any use of physical restraint;
9. Any incident of alleged abuse or neglect; or
10. Any other unusual incident as defined by NRTC.

NRTC completes a Critical Incident Report (CIR) for each occurrence of any of the items listed above and documents that the report was provided no later than the next business day after the occurrence to the individual or agency which placed the youth and person or agency holding custody, if different.

1. A supervisor shall notify the MCJC Probation Officer and the child's parent/guardian within twenty-four hours of any critical incidents that occur. The staff member(s) with direct knowledge of the incident shall complete a written CIR of the incident, and a supervisor will forward the CIR to the PO no later than the next business day.
2. If the incident involves a restraint or isolation, staff is required to complete a Restraint and Isolation Incident Report. This report is to be placed in the youth file.
3. CIR's are to be tracked on the CIR Tracking Sheet and reviewed quarterly and as needed.

The Director of NRTC shall ensure that any employee, contract employee, college intern or volunteer at the facility who knows of or suspects any physical or mental abuse, sexual abuse or exploitation, neglect, or threatened abuse or neglect of a child by any person, including another resident of the Center, shall immediately report the situation pursuant to section 2151.421 of the Revised Code, or cause it to be reported.