

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Recipient Rights	RR		135
Subject Title <b>Unusual Incident Report</b>	Adopted 3/29/99	Last Revised  11/29/16	Reviewed 11/23/04; 10/30/06; 7/12/10; 6/27/11; 9/24/12; 9/23/13; 12/10/14; 9/23/15; 12/14/16; 12/20/17

**POLICY**

**Application**

This policy shall apply to The Right Door for Hope, Recovery and Wellness and all services operated by or under contract with it.

**1.0 Unusual Incident Report**

All incidents of an unusual nature involving recipients in Board-operated or contracted programs shall be reported, reviewed, investigated, and as necessary, remediated in a timely manner. Critical response debriefings shall be offered in a timely manner to recipients as warranted (and relevant staff where indicated) and documented following emergency situations. Reporting, review, investigation and recommendation shall be pursuant to and consistent with Board policies, MDHHS Administrative Rules, the Michigan Mental Health Code and Community Mental Health Recipient Rights System Guidelines.

- 1.1 Require all Board-operated and contract program staff members, including volunteers and students, to be responsible for safeguarding recipients from abuse and neglect during the course of service delivery, and to take precautions which protect recipients from injury.
- 1.2 Require all Board-operated and contract programs to report unusual incidents in a manner consistent with The Right Door for Hope, Recovery and Wellness Authority procedures.
- 1.3 Require all staff to comply with the Adult and Child Abuse Reporting Law, Public Act 352 of 1972, and the Reporting Recipient Abuse to Appropriate Law Enforcement Agency Law, Public Act 224 of 1986.

**References**

MDHHS Administrative Rules 330.1059, .1255, .1274, .1276, .7009, .7014, .7037 and .7185  
 Mental Health Code, 330.1723, 330.1752  
 CARF Standards Manual, Section, Health and Safety

Nancy Patera, Board Chairperson	Date		