

**Northern Lakes Community Mental Health
Ancillary Reporting Summary Poster**

Incident by Location	Required Reporting Actions	Reference
<p>In a Licensed Adult Foster Care Home under contract with NLCMH:</p> <ul style="list-style-type: none"> ▪ Any death of a resident ▪ Any accident or incident requiring hospitalization ▪ Incidents involving displays of serious hostility ▪ Attempts at self harm or harm of others ▪ Destruction of property ▪ Arrest or conviction of a resident 	<p>An incident report, using the DHS Office of Children and Adult Licensing incident/accident report form (BRS-4607), must be filed with the facility's designated licensing consultant, and when applicable, to the recipients guardian.</p> <p>If the incident is critical as defined by NLCMH, the Critical Incident Routing form must be attached to a copy of the DHS Incident/Accident Form and routed to the NLCMH case manager.</p>	<p>Michigan Adult Foster Care Licensing Act (PA 218 of 1979)</p> <p>NLCMH Policy 104.108 Critical Incidents</p>
<p>In a Licensed Children's Foster Family Home or Foster Family Group Home under contract with NLCMH:</p> <ul style="list-style-type: none"> ▪ Any death of a foster child ▪ Removal or attempted removal of a foster child by a person unauthorized to do so ▪ Illness requiring hospitalization of a foster child ▪ Accident or injury to a foster child requiring medical treatment by a licensed or registered health care person ▪ A foster child's involvement with law enforcement authorities ▪ When the foster child is missing 	<p>An incident report must be filed with the facility's designated licensing consultant, the recipient's parent or legal guardian and other parties as required by the act.</p> <p>If the incident is critical as defined by NLCMH, the Critical Incident Routing form must be attached to a copy of the DHS Incident/Accident Form and routed to the NLCMH case manager.</p>	<p>Michigan Child Caring Organizations Act (PA 116 of 1973)</p> <p>NLCMH Policy 104.108 Critical Incidents</p>
<p>In a Licensed Child Caring Institution under contract with NLCMH:</p> <ul style="list-style-type: none"> ▪ Any death of a resident ▪ Any serious injury or illness requiring hospitalization ▪ Use of personal restraint ▪ Seclusion 	<p>An incident report must be filed with the facility's designated licensing consultant, the recipient's parent or legal guardian and other parties as required by the act.</p> <p>If the incident is critical as defined by NLCMH, the Critical Incident Routing form must be attached to a copy of the DHS Incident/Accident Form and routed to the NLCMH case manager.</p>	<p>Michigan Child Caring Organizations Act (PA 116 of 1973)</p> <p>NLCMH Policy 104.108 Critical Incidents</p>

<p>If an NLCMH workforce member or contract provider has reasonable cause to suspect the abuse or neglect of a minor:</p>	<p>An oral and written report (DHS form 3200) must be immediately filed. An employee who wishes his or her identity to remain confidential and subject to disclosure only with consent or by judicial process shall state this when making the verbal report. The 3200 form should not be filed in the recipient's clinical record.</p> <p>If there is reason to suspect that the abuse or neglect was committed by a workforce member or contract employee or occurred at a service site, an immediate oral report followed by a written report within 24 hours must be filed with the Office of Recipient Rights.</p> <p>A NLCMH Critical Incident Report Form must be completed and routed for review. A copy of the DHS 3200 Form should be attached to the Critical Incident Report Form prior to routing.</p>	<p>Michigan Child Protection Act (PA 238 of 1975)</p> <p>Michigan Mental Health Code (PA 258 of 1974)</p> <p>NLCMH Policy 104.108 Critical Incidents</p>
<p>If an NLCMH workforce member or contract provider has reasonable cause to suspect the abuse or neglect of a vulnerable adult:</p>	<p>An oral report must be immediately filed with the Department of Human Services. A workforce member or contract provider who wishes his or her identity to remain confidential and subject to disclosure only with consent or by judicial process, shall state this when making the verbal report.</p> <p>If there is reason to suspect that the abuse or neglect was committed by a workforce member or contract employee or occurred at a service site, an immediate oral report followed by a written report within 24 hours must be filed with the Office of Recipient Rights.</p> <p>A NLCMH Critical Incident Report Form must be completed and routed for review.</p>	<p>Michigan Social Welfare Act (PA 280 of 1939)</p> <p>Michigan Mental Health Code (PA 258 of 1974)</p> <p>NLCMH Policy 104.108 Critical Incidents</p>

<p>If an NLCMH workforce member or contract provider has reasonable cause to suspect the criminal abuse of a recipient:</p>	<p>A written report must be filed with the appropriate law enforcement agency and entered into the recipient's clinical record with the names of the alleged perpetrator and the reporting individual redacted.</p> <p>If there is reason to suspect that the criminal abuse was committed by a workforce member or contract employee or occurred at a service site, an immediate oral report followed by a written report within 24 hours must be filed with the Office of Recipient Rights.</p> <p>A NLCMH Critical Incident Report Form must be completed and routed for review.</p>	<p>Michigan Mental Health Code (PA 258 of 1974)</p> <p>Michigan Mental Health Code (PA 258 of 1974)</p> <p>NLCMH Policy 104.108 Critical Incidents</p>
<p>If an NLCMH workforce member or contract provider witnesses, receives information about or suspects an apparent or suspected violation of a recipient's rights:</p>	<p>An immediate oral report followed by a written report within 24 hours must be filed with the ORR.</p> <p>If the incident is critical as defined by NLCMH, the Critical Incident Routing form must be completed and routed for review.</p>	<p>Michigan Mental Health Code (PA 258 of 1974)</p> <p>NLCMH Policy 104.108 Critical Incidents</p>