

# **Critical Incident Reporting in Ohio SACWIS**



**Knowledge Base Article**

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# Critical Incident Reporting in Ohio SACWIS

## Overview

A Case Activity Log sub-category value of **Critical Incident Reporting** has been added to facilitate e-mail notification to State Licensing Specialists and Supervisors of critical incidents involving youth in substitute care.

## Policy and Procedure Background

[Ohio Administrative Code Rule 5101:2-9-23 | Notification and documentation of critical incidents](#) mandates that residential facilities will notify the agency holding custody of a youth within 24 hours if any of the following occur:

- (1) Death of the child or teenage mother.
- (2) Absent without leave (AWOL) and the return from AWOL.
- (3) Any serious injury or illness involving initial non-routine medical treatment.
- (4) Expulsion or suspension from school.
- (5) Any alleged delinquent or criminal activity of the child or teenage mother;
- (6) Any situation in which the child or teenage mother is a victim of alleged delinquent or criminal activity;
- (7) Suicide or self-mutilation attempts.
- (8) Any incident of alleged abuse or neglect.
- (9) Any involvement with law enforcement.
- (10) Any use of physical restraint or isolation pursuant to rule [5101:2-9-22](#) of the Administrative Code;
- (11) Any other unusual incident as defined in the agency's policies or by the agency.

## Creating an Activity Log

For detailed instructions on creating a Case Activity Log, please refer to [this](#) section of the Knowledge Base.

Once a Critical Incident Report is received regarding a youth in care, the custodial agency should create an Activity Log selecting the sub-category of **Critical Incident Reporting**. Any additional sub-categories may be entered as well.

The screenshot shows the 'Category Information' form in SACWIS. At the top, 'Case Category' is set to 'Ongoing' and 'Category' is 'Out of Home Care Provider'. Below this, there are two main sections: 'Available Sub Categories' and 'Select Sub Categories'. In the 'Available Sub Categories' list, 'Critical Incident Reporting' is highlighted in blue. A red box highlights the 'Add' button next to this item. A red arrow points from this 'Add' button to the 'Select Sub Categories' list, where 'Critical Incident Reporting' is now listed. Another red box highlights this entry in the 'Select Sub Categories' list. At the bottom, there is an 'Other Sub Category' input field.

## Critical Incident Reporting in Ohio SACWIS


### Notification Email

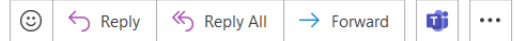
Once an Activity Log record with this selected sub-category is saved in **Completed** status, the system will trigger an automatic email notification to all State Licensing Specialists and Supervisors. The email will contain information about the date the incident was reported (the Start Activity Date of the Log), the Case Name/ID, the employee who created the Log and their employing agency, the case participants referenced and their contact status as well as the entire narrative as entered:

Critical Incident Report



sacwis@jfs.ohio.gov

To  LicensingSpecialist, Siobhan; LicensingSupervisor, Tate



Tue 6/11/2024 4:31 PM

A Critical Incident Report from 06/11/2024 has been recorded in Case Name/ID: PlacedChild, Percival / 61775 by Manager, Michelle of Ohio County Children Services. The involved participants are PlacedChild, Percival - In Regards To. The following Narrative Details have been documented: This email will contain the entire narrative of the Activity Log as part of the notification to State Licensing Specialists and Supervisors.

If you need additional information or assistance, please contact the Bureau of Children Services Operational Support's [Customer Care Center](#).