

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Substance Use Disorder- Four Winds Lodge **Policy Number:** HHS-SUD-FW 4729

Policy Title: Significant Incident, Verbal Notification

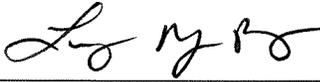
Attachments:

Revision History: 9/6/2019, 3/20/20

Revised by/Date: Lindsay Misquadace-Berg 7/2021

Approved by:

Lindsay Misquadace-Berg, Treatment Director



Date:

10/15/21

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

11-29-2021

POLICY STATEMENT: It is the policy of Mille Lacs Band Four Winds Lodge that occurrence of significant incidents will be reported verbally to the Treatment Director and via the incident reporting process.

PURPOSE: The purpose of this policy is to ensure that all staff understand the reporting process for incidents.

PROCEDURE:

- A. The following significant incidents will be immediately reported and followed up in writing
 - a. Homicide or attempted homicide
 - b. Suicide or attempted suicide
 - c. Unexpected deaths: death from unexplained or accidental causes; any death within 24 hours of admission or discharge
 - d. Serious physical injury of a client
 - e. Unauthorized absence of any client
 - i. With compromised physical capacity;
 - ii. Considered to be of imminent danger to self or others,
 - iii. With a victim notification status
 - f. Any event that may attract media attention
 - g. Property damage that may disrupt the normal operation of the facility
 - h. All allegations or incidents of physical, psychological or sexual abuse, and/or assault
 - i. Any riot, hostage taking or similar event
 - j. Any time law enforcement is called to the program due to illegal activity
 - k. Any reported or observed client sexual activity or harassment
- B. The initial reported will complete the Incident Report. The initial reporter may need to confer with a supervisor before making a determination about whether an incident report is required or if any external reporting will be required.
 - a. All incident reports should be completed as soon as possible, but before the employee goes home for the day.

Internal and/or External References	HHS-ADM-QC 3202 Incident Reporting
Compliance - Posting Date	11/29/2021 (HA)
Replaces – Policy Number	
Next Review - Due Date	

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Substance Use Disorder- Four Winds

Policy Number: HHS-SUD-FW 4730

Policy Title: Zero Tolerance of Maltreatment of Vulnerable Adults and Minors

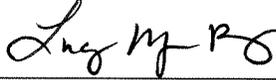
Attachments:

Revision History: 9/6/2019

Revised by/Date: Lindsay Misquadace-Berg 7/2021

Approved by:

Lindsay Misquadace-Berg, Treatment Director



Date:

10/15/21

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

11-29-2021

POLICY STATEMENT: Mille Lacs Band of Ojibwe (MLBO) Four Winds Lodge affirms its commitment to comply with the reporting requirements relating to maltreatment of vulnerable adults pursuant to Minnesota Statutes, section 626.557, and maltreatment of minors pursuant to Minnesota Statutes, section 626.556.

Any staff member who has committed maltreatment shall be disciplined pursuant to Mille Lacs Band and Mille Lacs Band Health and Human Services (HHS) policies. Where appropriate, HHS shall refer matters of suspected abuse or neglect to the county attorney for criminal prosecution.

All employees, agents, or persons providing services to clients (including but not limited to contractors, consultants and volunteers) are mandated reporters and must report any suspected abuse, neglect or financial exploitation which they have reason to believe has occurred.

PURPOSE: The purpose of this policy is to achieve “zero tolerance” for the maltreatment of any client and to ensure compliance with the requirements of the Minnesota Human Services Licensing Act, the Vulnerable Adult Act, and the Maltreatment of Minors Act.

PROCEDURE:

1. Four Winds Lodge will have a Program Abuse Prevention Plan for the program and an Individual Abuse Prevention Plan for each client.
2. Four Winds Lodge will have a procedure for the reporting of and internal review of vulnerable adult maltreatment allegations and maltreatment of a minor allegations.
3. Four Winds Lodge will ensure that a copy of all postings required by the Vulnerable Adult Act or Maltreatment of Minors Act, and applicable licensing requirements are located in a prominent location in each program and are available to staff, clients, and the client’s representatives.

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Internal and/or External References	HHS-SUD-ADM 8113 Individual Abuse Prevention Plan HHS-SUD-FW 4797 Maltreatment, Reporting of Vulnerable Adults Minnesota Statutes, section 626.556, (Reporting of Maltreatment of Minors) Minnesota Statutes, section 626.557, (Reporting of Maltreatment of Vulnerable Adults)
Compliance - Posting Date	11/29/2021 (H)
Replaces – Policy Number	
Next Review - Due Date	