

PROPOSED 05.28.2025 - THE OFFICE OF PUBLIC GUARDIANSHIP BOARD

CRITICAL INCIDENT POLICY AND REPORTING PROCEDURE

ARTICLE I. PURPOSE

The Colorado Office of Public Guardianship (COPG) Critical Incident Policy and Reporting Procedure (herein after “Policy”) will determine the process by which critical incidents are reported to the COPG Board. The main purpose of the Policy is to ensure the oversight, health, safety, and welfare of COPG clients.

ARTICLE II. DEFINITIONS

The Policy will include definitions, statutory requirement, reporting requirements, critical incident reporting, and incident management. As the COPG serves At-Risk Adults and Individuals with Intellectual and Developmental Disabilities, definitions for the Policy are copied directly from the following statutes:

- A. Intellectual and Developmental Disabilities – Definitions: CRS 25.5-10-202;
- B. Unlawful Sexual Behavior - Definitions: CRS 18-3-401; and
- C. Mandatory reporting requirements. As guardians, the COPG staff are mandatory reporters.

ARTICLE III. MANDATORY REPORTING

Mandatory reporting incidents will be reported to the Board as outlined below:

- A. Wrongs to At-Risk Adults - Mandatory Reports of mistreatment of at-risk elders and at-risk adults with IDD – list of reporters - penalties: CRS 18-6.5-108; and
- B. Protective Services for At-Risk Adults - Reporting Requirements: CRS 26-3.1-102.

ARTICLE IV. CRITICAL INCIDENTS

Critical Incidents are defined as an actual or alleged event that creates the risk of serious harm to the health or welfare of a COPG client; and it may endanger or negatively impact the mental and/or physical well-being of a COPG client.

A. The Director, Deputy Director, or Staff attorney notifies the Board Chair of certain Critical Incidents within 24 hours. These are Critical Incidents that the Director deems could reasonably result in extreme harm to the COPG client, or contact by the COPG client's family members, or by the media. Such Critical Incidents include:

1. Death of a COPG client; and
2. Elopement in which the COPG client is not immediately found, their safety is at serious risk, there is a risk to public safety, or results in a missing person.

B. Critical Incidents as reported to the Board include, but are not limited to:

1. Death of a COPG client;
2. Injury or illness (including medication errors) requiring emergency care or overnight hospitalization;
3. Elopement in which the COPG client is not immediately found, their safety is at serious risk, there is a risk to public safety, or results in a missing person;
4. Suspected mistreatment (abuse, caretaker or other neglect, exploitation);
5. Suspected criminal activity involving a COPG client either as a victim or perpetrator;
6. Client falls with injury; and
7. Actions that could reasonably result in litigation either against or by the client against a third party.
8. [Proposed to be removed - Homicidal threats/threats to harm others.]
9. [Proposed to be removed - Attempted suicide.]

C. Critical Incidents will be reported to the Board at the minimum rate outlined below and via email. Serious incidents may be reported to the Board sooner at the discretion of the Director or Board Chair.

1. Death of a COPG client – Within 24 hours;

2. Injury or illness requiring emergency care or overnight hospitalization - Quarterly;
3. Elopement in which the COPG client is not immediately found, their safety is at serious risk, there is a risk to public safety, or results in a missing person - Monthly;
4. Suspected mistreatment (abuse, caretaker or other neglect, exploitation) - Monthly;
5. Suspected criminal activity involving a COPG client either as a victim or perpetrator - Monthly;
6. Client falls with injury - Monthly; and
7. Actions that could reasonably result in litigation either against or by the client against a third party - Monthly.

D. Critical Incidents reported to the Board will be marked Confidential. At a minimum, Critical Incidents will include:

1. COPG Representative;
2. COPG Case ID;
3. Date;
4. Time;
5. Parties Involved [APS, Facility Staff, Perpetrators, etc.];
6. Narrative of Critical Incident; and
7. Deadlines or Follow up Needed.

E. All communications regarding the Critical Incident shall be logged within the Case Management System using the Critical Incident Reporting System.

F. Critical Incidents will be tracked on a regular basis to determine any trends that may need to be addressed.

ARTICLE IV. AMENDMENTS

Section 4.1 Procedures.

This may be amended or repealed, in whole or in part, by a majority vote at any publicly noticed meeting of the Board and shall be effective upon adoption or amendment.

Section 4.2 Distribution.

The latest version of the shall be made available to the public via the Office website.

Section 4.3 History.

Renewed and effective by the Board on.

Adopted and effective by the Board on _____.

COLORADO OFFICE OF PUBLIC GUARDIANSHIP BOARD:

BRANDON FIELDS
Board Chair

AISHA YOUNG
Board Vice-Chair

CURRENT POLICY

THE OFFICE OF PUBLIC GUARDIANSHIP BOARD

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2. Elopement in which the COPG client is not immediately found, their safety is at serious risk, or there is a risk to public safety; and
3. A missing person.

B. Critical Incidents as reported to the Board include, but are not limited to:

1. Expected or unexpected death of a COPG client;
2. Injury or illness requiring emergency care of overnight hospitalization;
3. Elopement in which the COPG client is not immediately found, their safety is at serious risk or there is a risk to public safety;
4. A missing person;
5. Suspected mistreatment (abuse, caretaker or other neglect, exploitation);
6. Medication errors that result in medical treatment or hospitalization of a ward;
7. Suspected criminal activity involving a COPG client either as a victim or perpetrator; and
8. Unresolved situations of unsafe housing or displacement.
9. Client falls with injury - Monthly.
10. Actions that could reasonably result in litigation either against or by the client against a third party - Monthly.
11. Homicidal threats/threats to harm others - Monthly.
12. Attempted suicide - Monthly.

C. Critical Incidents will be reported to the Board at the minimum rate outlined below and via email. Serious incidents may be reported to the Board sooner at the discretion of the Director or Board Chair.

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2. Injury or illness requiring emergency care of overnight hospitalization – Quarterly.
3. Elopement in which the COPG client is not immediately found, their safety is at serious risk or there is a risk to public safety - Monthly.
4. Missing person - Monthly.
5. Suspected mistreatment (abuse, caretaker or other neglect, exploitation) - Monthly.
6. Medication errors that result in medical treatment or hospitalization of a ward – Quarterly.
7. Suspected criminal activity involving a COPG client either as a victim or perpetrator - Quarterly.
8. Unresolved situation of unsafe housing or displacement – Quarterly.
9. Client falls with injury - Monthly.
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Renewed and effective by the Board on November 2, 2023.

Adopted and effective by the Board on _____.

COLORADO OFFICE OF PUBLIC GUARDIANSHIP BOARD:

STEPHANIE GARCIA
Board Chair

BRANDON FIELDS
Board Vice-Chair