

YOUTH SERVICES POLICY

Title: Incident and Trend Analysis Process Next Annual Review Date : 10/29/2012	Type: C. Field Operations Sub Type: 5. Monitoring Number: C.5.4
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References: ACA Standards 2-CO-1A-20 and 1A-21 (Administration of Correctional Agencies) and YS Policy No. C.5.1 "Activity Reports/Unusual Occurrence Reports"	
Approved By: <i>Simon Gonsoulin, Acting Assistant Secretary</i>	Date of Approval : 10/29/2004

1. AUTHORITY:

Acting Assistant Secretary of the Office of Youth Development as delegated on January 27, 2004 by the Secretary of the Louisiana Department of Public Safety and Corrections.

2. PURPOSE:

To establish policy for the development of methods and tools to evaluate critical events or trends related to the operations of the state's secure care facilities .

3. APPLICABILITY :

Assistant Secretary, Deputy Assistant Secretaries, Director of Project Zero Tolerance (PZT), Education Director, Information Technology Programmer Analyst II and the Facility Directors.

4. DEFINITIONS:

Critical Incident - A type of event designated to be tracked and periodically analyzed.

Critical Incident Review Panel - A team of individuals designated by the Assistant Secretary to systematically review critical incidents in order to make determinations regarding compliance with policies and procedures and to establish causal factors regarding the critical incident under review .

Critical Trend - A series of data points of a predetermined indicator or variable that is periodically analyzed.

Critical Trend Report - A periodic summary of selected variables for each secure care facility for use by upper- and mid-management supervisors to assist in the identification and analysis of promising and/or potentially dangerous trends or

events.

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Critical Trend Review Panel - A group of individuals designated by the Assistant Secretary who will convene when a facility's Critical Trend Report shows three consecutive months of data at a predefined level .

Custody Staff as used in Attachment C .5.4 (b) - all security personnel.

YS Central Office - Offices of the Deputy Secretary , Undersecretary of the Office of Management and Finance , Assistant Secretary of the Office of Youth Development and their support staff.

5. POLICY:

It is the Deputy Secretary/Assistant Secretary's policy that analysis of selected incidents and of selected data trends be conducted to systematically identify problems or potential problems that impact facility operations or safety of the public, youth, or staff and to identify actions, as necessary, to improve areas of concern.

6. SELECTION OF VARIABLES :

The Assistant Secretary or designee shall convene a meeting during the last quarter of the year to define for the upcoming year the events to be considered critical incidents, and to determine variables to be tracked in the Critical Trend Report.

Participants should include the following: Assistant Secretary or designee, Deputy Assistant Secretaries, Director of Education, Facility Directors, Director of PZT, Information Technology Programmer Analyst II, and other staff as deemed appropriate.

7. CRITICAL INCIDENTS :

Critical incidents are defined in Attachment C.5.4 (a). Following a critical incident, an analysis will be conducted as follows :

- A. The Critical Incident Review Panel (CIRP) shall include the Assistant Secretary or designee, the Director of PZT and the Director (or designee, who shall be an Assistant Director or higher) from a peer facility. The panel may be advised by observers, who are invited, from any relative discipline the panel deems helpful or necessary .
- B. The CIRP will meet on site (if feasible) and will conduct a review of all relative written reports, interview any and all significant participants or witnesses, examine any relative evidence and conduct any other review functions

deemed appropriate in order for the panel to reach a determination .

- C. The Panel will issue a report regarding its findings. Any recommendations arising out of those findings will be made through the Assistant Secretary. The Assistant Secretary will review the recommendation(s) and forward his comments regarding the report to the Deputy Secretary .

8. CRITICAL TREND REPORT :

- A. Critical trend variables are defined in Attachment C .5.4 (b).
- B. Critical Trend Reports (CTR) for each facility are to be generated monthly in a format established by the Assistant Secretary .
- C. The YS Central Office staff will generate reports monthly and distribute one set of CTR graphs for each facility to the Deputy Secretary/Assistant Secretary, Deputy Assistant Secretaries, and Director of PZT. One set of all CTR graphs that pertain to the respective Director's facility will be distributed to the Director.
- D. Monthly reports are to be used to aid in the early identification of developing or continuing trends, both positive and negative, to assist in their analysis.
- E. Any data point greater than or equal to one standard deviation in the less desirable direction should result in increased attention to possible causes .
- F. Any variable that has three consecutive months of data points of at least one standard deviation in the less desirable direction shall automatically result in a review by a CTRP, which must include the Director of the affected facility and other individuals assigned by the Assistant Secretary. The meeting shall be scheduled within one week of the dissemination of the monthly report to the facility at a time and location specified by the Assistant Secretary .
- G. At the CTRP meeting, the Director shall present information to the panel to include explanations for the recent trends and efforts initiated and planned to improve the trend.
- H. It is the responsibility of the panel to evaluate the facility's actions, review available data, and make recommendations as appropriate for additional actions to be taken.

9. OTHER REVIEWS :

Nothing in this policy shall prohibit the Director from developing additional reports to analyze other events or variables not included in this policy .

Previous Regulation /Policy Number : C-05-006 / C.5.4
Previous Effective Date : 09/30/2003



Attachments/References : C.5.4 (a).pdf C.5.4 (b).pdf