



CMHA-CEI Policies and Procedure Manual

Title:	1.1.14, Sentinel Events		
Subject:	BOARD AND ADMINISTRATIVE OPERATIONS		
Section:	Administrative		
Policy: X Procedure: <input type="checkbox"/>	Issued by: Director of Quality, Customer Service, and Recipient Rights	Effective Date: 09/27/98	Applies to: X All CMHA-CEI staff <input type="checkbox"/> Contract Providers <input type="checkbox"/> Other:
Page: 1 of 2	Approved by: Board of Directors	Review Date: 12/09/16	

I. Purpose:

To establish organizational compliance with the policies of the Michigan Department of Health and Human Services (MDHHS), the federal Centers for Medicare and Medicaid (CMS), and all applicable accrediting bodies.

II. Policy:

It is the policy to report all sentinel events as required to external agencies and accrediting bodies within required timelines.

III. Responsibilities:

- A. The Chief Executive Officer/designee is responsible for ensuring that procedures are in place to implement the intent of this policy.
- B. The Chief Executive Officer/designee is also responsible for reporting within required time frames to accreditation organizations and regulatory bodies as required.
- C. The Medical Director is responsible to ensure completion of the Root Cause Analysis within required time frames, and submission of the report to the Executive Director, the Board of Directors and the required regulatory bodies.

IV. Definitions:

- A. **Sentinel Event:** An unexpected occurrence or variation involving the death or serious physical or psychological injury-or the risk thereof. Serious injury specifically includes loss of limb or function. The phrase A of the risk there of includes any process variation for which a reoccurrence would carry a significant chance of a serious adverse outcome.
- B. **Root Cause:** The most fundamental reason for the failure or inefficiency of a process.
- C. **Root Cause Analysis:** A process for identifying the basic or causal factor(s) that underlie variation in performance, including the occurrence or possible occurrence of a sentinel event.

Policy # 1.1.14 Title: Sentinel Events

Page 2 of 2

V. Monitoring and Review:

This policy is reviewed annually by the Director of Quality, Customer Service, and Recipient Rights. It is monitored by accrediting bodies and regulatory agencies as applicable.

VI. References:

N/A

VII. Related Policies and Procedures:

CMHA-CEI Policy	1.2.1	Environment of Care
CMHA-CEI Procedure	1.2.2	Safety Inspections

VIII. Review Log:

Review Date	Reviewed By	Changes (if any)
6/23/05, 11/20/07 5/5/11 6/5/14		
12/9/16	QI Specialist	Update to new format