

## POST-INCIDENT DEBRIEFING FORM

**Instructions:** This form helps employees and clients find alternatives to aggressive or dangerous behaviors. Most important is the apology from all the employee(s) involved in the incident. The Debriefing Interview should be completed by the employee(s) involved in the restraint/seclusion and should support client participation. It must be completed by the employee(s) involved within 24 hours of incident. **The list below provides the steps in conducting a Debriefing Interview and should NOT be a checklist, but a guide to open communication. Employee(s) conducting interviews must attempt to cover all points listed and report about them all in the summary. If the client is unwilling to discuss points, note that in the summary.**

Name _____ Date/Time Completed: _____ Date/Time Incident: _____	
<b>1. Begin when client and employee(s) are calm. Apologize.</b> (Ex) "I'm sorry this happened to you. I feel I've let you down. I want to make sure it doesn't happen again. Is it alright to talk to you about it?" <b>Ask if the client is injured.</b>	
<b>2. Allow the client to describe the incident as they experienced it.</b> The staff's task is to (a) <b>listen</b> , (b) <b>refrain</b> from <b>judgment or corrections</b> , and (c) ask open-ended questions that help the client in his/her description.	<b>Specifically:</b> <ul style="list-style-type: none"> <li>Explore client's thoughts and feelings.</li> <li>What were they trying to achieve?</li> </ul>
<b>3. Share your observation about what happened before the incident.</b> Discuss behavioral cues and identify possible triggers. <b>Refrain</b> from <b>judgment or corrections</b>	<b>Specifically:</b> <ul style="list-style-type: none"> <li>What were the behavioral signals</li> <li>What were the possible triggers?</li> </ul>
<b>4. Explore alternative ways for the staff to handle the issue.</b> The staff's task is to identify what could change from a staffing perspective and ways to help the client calm when escalated.	<b>Specifically:</b> <ul style="list-style-type: none"> <li>What can staff do differently in the future?</li> </ul>
<b>5. Explore alternative ways to handle the issue.</b> The staff's task is to assist the client in discovering different ways of reacting to triggers and identify how they will respond in the future.	<b>Specifically:</b> <ul style="list-style-type: none"> <li>What suggestions does the <b>client</b> offer?</li> <li>What suggestions does the <b>staff</b> offer?</li> </ul>
<b>6. Develop an action plan to help the client with the identified behavior.</b> (Ex.) Create a verbal or written agreement supporting the client to avoid future behaviors.	<b>Specifically:</b> <ul style="list-style-type: none"> <li>Elicit client commitment to plan.</li> <li>Assure staff commitment to helping.</li> <li>Who else needs to know about this plan?</li> </ul>
<b>7. Take steps to rebuild the relationship.</b> (Ex.) Share an activity, build in time for 1:1 conversation beyond program or behavioral issues, use opportunities to provide positive reinforcement (praise).	<b>Specifically:</b> <ul style="list-style-type: none"> <li>Repair bonds shared between you and the individual that may have been lost due to the incident/restraint.</li> </ul>

Check if **unable** to complete debriefing interview. Provide reason below.

<b>Debriefing Summary</b>
<b>Completed by:</b> _____ <span style="float: right;"><i>Complete summary on back of report</i></span>