



Policy Name:	Incident Reporting	Date Revised:	9/2017
Purpose:	Protocol for Reporting Incidents	Board Approval:	9/2017

Policy:

A reportable incident is any occurrence in which a client is involved with other clients, staff, foster families, biological families, helping professionals, or community members in such a manner that:

- A child’s health or safety is at risk,
- A potentially dangerous situation exists,
- A suspicion of child abuse exists,
- An external regulatory agency has a legal or ethical right to be informed, and/or
- A staff person determines that the most prudent course of action is to report the incident.

Incidents are to be reported if they occur while clients are enrolled, even if the incident occurs while the client is not in the care of AGENCY staff at the time of the incident. The responsibility for writing the incident report lies with the first Agency staff involved or notified of the incident.

Procedure:

Under the above circumstances, as outlined in the Agency policy, an incident report is written, submitted, reviewed, appropriately reported to all regulatory agencies and, if necessary, investigated.

Such incidents may fall in one of three categories: Critical Incidents, Significant Incidents, or Non-Critical Incidents, as defined below. All incident reports are due by the end of the shift following any incident or notification of an incident. Supervisors and/or Directors must review the incident report and either approve or return for corrections within 24 hours and the finalized incident report is expected within 3 days.

Critical Incidents are those in which:

- The life of the client, or an involved individual, is in imminent danger, the situation is determined to be life threatening.
- There exists a suspicion of abuse of a child involving an employee, foster parent, or another child in placement that appears to present imminent risk to the child and requires immediate action.
- Intrusive police involvement has occurred, which could result in the arrest of a child, or disruption of placement, including hospitalization.
- The public, (neighbor, media) have become involved in the incident.
- Hospitalization of a child.

Significant Incidents include those in which:

Disruption of the current placement – temporary placement options are considered, which may include respite foster care or other placement within a Agency program.

- Routine police involvement or contact, as may occur in a runaway situation.
- Injury of a child requiring outside medical attention.
- The child running away.
- A restraint conducted in a public place.

- Any restraint/seclusion, or placing of hands on a child (for notification purposes, leave voicemail messages for the Program Director and Executive Director regarding only those restraints which are longer than 2 hours or are significant due to injury, the severity of acting out, etc.)
- An allegation of abuse reported by child or staff person that occurred outside of the program and does not require immediate action, but involves making a CPS report.
- Serious illness or accident.
- A significant threat made by a child, or information given by a child that is of concern and needs further investigation.
- Medication refusal/missed medication.
- Outbreak of communicable illness.

Non-Critical Incidents include episodes which may result in:

- An illness or injury that requires monitoring but is not urgent or an emergency.
- In foster care program the whereabouts of child unknown for less than 20 minutes, and is safely returned to placement.
- In all situations that may not be clear, err on the side of caution.

Reporting to Executive Director/CEO:

- Critical Incidents require direct contact with the Executive Director, CEO or their designee.
- Significant Incidents require a voice mail message to the Executive Director, CEO, or their designee.
- Non-critical Incidents do not require direct contact or voice mail with the Executive Director or CEO.

Reporting to Funding Partners:

- Critical Incidents will be reported to funding partners, including county departments, regional support networks and state license departments as applicable to the program and incident. The death of any individual seeking or receiving services which occurs on the premises of a licensed agency will be reported as required to all counties, regional support networks and state license departments, as applicable, within one business day.

Significant Incident Reports Weekly Summary and Distribution

Significant Incident Reports and their Summary Sheets are due to the Executive Office each Monday by 5:00pm for the previous week