



DELAWARE DSCYF REPORTABLE EVENTS & NOTIFICATION PROCEDURES

Events Requiring Person-to Person Voice Contact within 4 Hours (No Voice-Mail) (all 3rd Party Reportable)

1. Allegation of institutional abuse of a Delaware child by program staff member(s) or foster/adoptive parent(s)
2. Alleged sexual assault or rape of or by a Delaware youth
3. Child/youth death or death of program staff member (while on duty) or foster/adoptive parent(s)
4. Escape, AWOL, or runaway from 24-hour facility, foster/adoptive care, day treatment-*See NOTE Below*
5. Injury, illness, or event requiring medical or psychiatric hospital admission beyond ER
6. Disturbance that has potential for harming a child or causing major program disruption such as a natural disaster, bomb threat, hostage taking, etc.
7. Abduction of youth

Events Requiring Contact within 24 Hours (Voice-Mail Acceptable)

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| 1. Arrest of employee for criminal offenses at program or involving Delaware child | |
| 2. Community, facility, or employee issues which could lead to media attention | |
| 3. Infection/illness that may have been caused by conditions in the program facility | |
| 4. Police called for assistance or youth arrested on new delinquency charges | |
| 5. Removal of employee from duty for issue affecting child security/safety | |
| 6. Physical Restraint | 11. Injury resulting from physical restraint |
| 7. Seclusion | 12. Accident with client in provider's vehicle |
| 8. Contraband (weapons, drugs, etc.) | 13. Pattern of self-harm |
| 9. Suicide Attempt (3 rd Party Reportable) | 14. Injury/illness requiring ER/medical attention |
| 10. Medication error/lapse | 15. Communicable diseases |
| 16. Physical Peer to Peer Aggression | |

Events to be reported to the DSCYF Contract Manager or Program Administrator only.

1. Allegation of institutional abuse lodged against provider's staff but not involving a Delaware child
2. Allegation of abuse/neglect by persons outside the agency (parent, coach, etc.) (3rd Party Reportable)
3. Arrest of provider staff for violent felonies against person(s) occurring away from the program site
4. Charges of DUI of a provider staff member with responsibility for transporting children

Phone Contact Information

Division of Family Services-At any time on any day of the year, call **(800) 292-9582**

During Regular Business Hours

Prevention & Behavioral Health Services & Youth Rehabilitative Services-call case or contact manager or Emergency/After-Hours contact phone numbers (*need to reach only one*)

After-Hours/Weekends/Holidays

Prevention & Behavioral Health Services-(800) 969-HELP (4357)

Youth Rehabilitative Services-Emergency Daytime: (302) 892-6424 or (302) 633-2620

After-Hours/Weekends/Holidays--call Administrative Cell Phone: (302) 353-0334

***NOTE:** You must **also** call Ferris School at (302) 993-3800 to report YRS youth AWOLs, escapes, or failure to return from "home pass" within 1-hour for victim notification.

Information to be Included in Initial Telephone Notification:

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| • Reporting person's name, job title, phone number | • If abuse alleged, what steps have been taken to insure safety? |
| • Provider/Program name, location, phone number | • What is the condition of the child at this time? |
| • Child's/Youth's name(s) and Date(s) of Birth | • Who has been contacted? (Parents? Guardians? Agencies?) |
| • Location, date, and time of Reportable Event | • Contact for additional information/follow-up & phone number |
| • What happened? Include who, what, how, & why | |

Reminder: Typed report using format in Operating Guidelines required within 72 hours of Reportable Event.