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)**

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
7. Seclusion
8. Contraband (weapons, drugs, etc.)
9. Suicide Attempt (3rd Party Reportable)
10. Medication error/lapse
11. Injury resulting from physical restraint
12. Accident with client in provider’s vehicle
13. Pattern of self-harm
14. Injury/illness requiring ER/medical attention
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

**During Regular Business Hours**

- Division of Family Services - At any time on any day of the year, call (800) 292-9582
- Division of Prevention & Behavioral Health Services - call Case or Program Manager
- Division of Youth Rehabilitative Services - call Case Worker, Supervisor, Regional or Regional Manager

**Daytime Backup/After-Hours/Weekends/Holidays**

- Division of Family Services-At any time on any day of the year, call (800) 292-9582
- Division of Management Support Services Interstate Compact Office - (302) 304-2980
- Division of Prevention & Behavioral Health Services-(800) 969-HELP (4357)
- Division of Youth Rehabilitative Services - Daytime Backup (302) 633-2620 / After Hours (302) 353-0334

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

**Information to be Included in Initial Telephone Notification:**

- Reporting person’s name, job title, phone number
- Provider/Program name, location, phone number
- Child’s/Youth’s name(s) and Date(s) of Birth
- Location, date, and time of Reportable Event
- What happened? Include who, what, how, & why

**Reminder:** Follow-up typed report must be submitted within 72 hours as described in Operating Guidelines

rev May 2018