



## DELAWARE DSCYF REPORTABLE EVENTS & NOTIFICATION PROCEDURES

### **Events Requiring Person-to Person Voice Contact within 4 Hours (No Voice-Mail)** (all 3<sup>rd</sup> 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 <sup>rd</sup> 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.) (3<sup>rd</sup> 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:**

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