

Next Review Date: 6/24
Last Reviewed: 6/21
Review Responsibility: Child Risk Review

FCCS PROCEDURE

NO.: 3L

SUBJECT: CHILD INCIDENT REPORTING

Approved by: Executive Council

Effective Date: 2005

**Date(s) of Revision: 12/20/79; 9/26/80; 6/30/81; 9/10/92; 6/9/93; 10/1/98; 1/1/01; 8/2004;
Mar 21, 2011; Jun 17, 2013; Apr 28, 2015; Feb 28, 2017; Jun 8, 2021**

Responsible for Implementation: All Staff

Policy: Paid Placement Providers are required by the entities that control their licensing and accreditation to maintain a record of all incidents that involve children in their care. Franklin County Children Services also finds benefit in documenting in an aggregate reporting system some of these incidents that occur to youth while under the care and control of FCCS staff or while placed with a kinship provider. This ensures appropriate action can be taken to address certain events and to make improvements to reduce the risk of further incidents.

Incident Reporting

- 1) **All Paid Placement Providers** are required by their licensing entities to report the below incidents to FCCS for FCCS children placed in their care. Placement providers use the FCCS Incident Report/Leave (IR/L) form to communicate this information to FCCS.
 - a) Death of a child or youth
 - b) Any serious injury or illness involving initial non-routine medical treatment (may include hospitalization leave)
 - c) School suspension or expulsion
 - d) Child is the victim of an alleged delinquent or criminal activity

- e) Any alleged delinquent or criminal activity of child or youth (may include a detention leave)
- f) Use of physical restraint or isolation
- g) Any involvement with law enforcement
- h) Suicide or self-mutilation attempt
- i) Any incident of alleged abuse or neglect
- j) Any child AWOL/leave

2) **All FCCS employees** should use the Incident Report/Leave form for the incidents listed below. Reports are to be initiated by the FCCS staff member who has care and control of the child or who first learns of the incident. The reporting staff member is also responsible for ensuring other relevant FCCS staff assigned to the case are notified.

- a) Any serious injury or illness involving initial, non-routine medical treatment
 - i) Incident occurs on agency property or in staff member's vehicle
 - Applies to both custody and non-custody children
 - ii) Incident occurs in other public setting **and** FCCS staff has care and control of the (custody) child at time of incident.
- b) Use of physical restraint or isolation that occurs while the child is in the care and control of an FCCS employee.
 - i) This does include a restraint completed by the deputy/police.
 - ii) This does **not** include the use of restraints or isolation by provider staff witnessed by an FCCS employee during a placement or agency visit as the placement provider will be responsible for completing the IR/L.
- c) Suicide or self-mutilation attempt that occurs while the child is in the care and control of an FCCS employee, in an employee's car or on agency property.*
- d) Death of a child in the custody of FCCS that occurs while the child is in the care and control of an FCCS employee.*

3) In these situations, an Incident Report/Leave form should also be completed for children in FCCS custody living in placement even though it may not have been witnessed by FCCS staff. Again, these are completed by the first FCCS staff who become aware of the incident.

The Leave portion of the IR/L shall also be completed simultaneously if the event resulted in the child going on leave to the hospital from their non-paid placement overnight.

NOTE: Incidents not involving children (rather they involve employees) should be completed on the Employee Incident Report. Please see Policies and Procedures 3L.1 Employee Incident Reporting for further information.

- 3) **Managed Care Entity Employees** – per contract, should use the Incident Report/Leave form for any child assigned to their care/case management as outlined above.

Related policies:

- 1) Policies and Procedures 4J. Critical Incident Management and Secondary Traumatic Stress
- 2) Board Policy manual section IV(C)
- 3) Adoptions Handbook 6F Human Trafficking/AWOL Requirements for Placement Disruption (Reporting Procedures for AWOL Youth in Custody Placed in Adoptive Home)
- 4) Youth Transition Services Handbook 3D Reporting Procedures for AWOL Youth in Custody Placed in Host Home
- 5) Kinship Handbook 4J Requirements for Missing or AWOL Children in Kinship Homes with Agency Custody/Human Trafficking Law
- 6) Intake Handbook 6L Reporting Procedures for AWOL Youth in FCCS Custody
- 7) Region Handbook 5J.01 Reporting Procedures for AWOL Youth in FCCS Custody
- 8) Volunteer Staff Handbook 6E Safety Procedures for all Sponsored Volunteer Service Activities