Use this form to document serious incidents as defined by Minimum Standards for Child-Placing Agencies, §749.503-507.

**FOSTER HOME INFORMATION**

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| --- |
| Foster/Adoptive Home Name:      |
| Physical Address:      |
| Phone Number(s):      |

**DATE/TIME OF INCIDENT**

|  |  |
| --- | --- |
| Date of Incident:      | Time of Incident:      |
| Date Reported to Hotline (if applicable):      | Call ID Number (if applicable):      |

**CHILDREN INVOLVED IN INCIDENT** (only list children who were involved in the incident; use another piece of paper if additional space is required)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Age** | **Sex** **(M or F)** | **Date of Admission** | **Foster Child** **(Y or N)** | **Additional Comments** |
|       |    |    |       |       |       |
|       |    |    |       |       |       |
|       |    |    |       |       |       |
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|       |    |    |       |       |       |

**ADULTS INVOLVED IN INCIDENT** (only list adults who were involved in the incident; use another piece of paper if additional space is required)

|  |  |
| --- | --- |
| **Name** | **Relationship to Children** |
|       |       |
|       |       |
|       |       |

*Notes: File a copy of this form in the foster home record. If releasing the form to a child's record, de-identify the last names of other unrelated children involved in the incident.*

**WITNESSES** (may be children or adults; use another piece of paper if additional space is required)

|  |  |
| --- | --- |
| **Name** (or other means of identifying information) | **Relationship to Children** |
|       |       |
|       |       |
|       |       |

**DESCRIPTION OF INCIDENT** (thoroughly describe the nature and circumstances of the incident and include all relevant details; use another piece of paper if additional space is required)

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|       |

**INTERVENTIONS** (interventions made during and after the incident, such as medical interventions, contacts made, or other follow-up actions; include names, dates, and times of contacts made to CVS, law enforcement, or other individuals; if any child required medical treatment document the date of the exam, name of the health-care professional, their findings, and treatment, if any; use another piece of paper if additional space is required)

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**RESOLUTION TO INCIDENT** (use another piece of paper if additional space is required)

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**SIGNATURES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Documented by:** |  | **Date:** |       |
| **FAD Worker:** |  | **Date:** |       |
| **FAD Supervisor:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** |      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*Notes: File a copy of this form in the foster home record. If releasing the form to a child's record, de-identify the last names of other unrelated children involved in the incident.*

**SERIOUS INCIDENTS**

1. Foster parents must report any serious incident directly to the Child Abuse Hotline (1-800-252-5400) if the incident involves a child under the care of the foster parent. [§749.105(5) and §749.503(b)]
2. If there is a serious incident involving an adult resident, you do not have to report the incident to Licensing, but you must document the incident. You do have to report the incident to law enforcement, as outlined in §749.503. You also have to report the incident to the child's parent, if the adult resident is not capable of making decisions about his or her care. [§749.505(c)]
3. If the serious incident involves a **child death, critical injury, a child absent without permission, or abusive behavior between children**, see §759.513 regarding additional information that must be documented as part of the serious incident report.
4. The following types of incidents must be documented as serious incidents. See §749.503 for additional information regarding what types of serious incidents must be reported to Licensing, the child's parents, and law enforcement and the timeframes to report to each entity.
	* 1. A child dies while in your care;
		2. A critical injury or illness that warrants treatment or hospitalization;
		3. Allegations of abuse, neglect, or exploitation of a child;
		4. Physical abuse committed by a child against another child;
		5. Sexual abuse committed by a child against another child;
		6. A child is indicted, charged, or arrested for a crime (excluding tickets);
		7. A child is absent from permission (requirements varies by child's age);
		8. A child in care contracts a communicable disease;
		9. A suicide attempt by a child;
		10. An incident occurs that renders the foster home unsafe or unsanitary (e.g. fire or flood);
		11. A disaster or emergency requires the foster home to close;
		12. An adult who has contact with a child in care contracts a communicable disease;
		13. An allegation that a person who directly cares for or has access to a child has abused drugs within the past 7 days;
		14. An investigation of abuse or neglect by an entity (other than Licensing) of an employee; professional level service provider; volunteer, or other adult at your operation; and
		15. An arrest, indictment, or a county or district attorney accepts "information" regarding an official complaint against an employee, professional level service provider, or volunteer alleging commission of any crime as provided in §745.651.