



DELAWARE DSCYF REPORTABLE EVENTS & NOTIFICATION PROCEDURES

<u>Events Requiring Person-to Person Contact <i>within 4 Hours (No Voicemail)</i> (all 3rd Party Reportable)</u>	
➤ Allegation of institutional abuse of a Delaware child by program staff member(s) or foster/adoptive parent(s)	
➤ Alleged sexual assault or rape of or by a Delaware youth	
➤ Child/youth death or death of program staff member (while on duty) or foster/adoptive parent(s)	
➤ Escape, AWOL, or runaway from 24-hour facility or day treatment. A reportable AWOL is defined by a child having left the facility/program without appropriate authorization. For a youth in a foster placement the determination of AWOL or runaway should be based on a belief the youth is “missing”, the perceived risk to the youth, the age of the youth, and the length of the absence. -See NOTE Below	
➤ Injury, illness, or event requiring medical or psychiatric hospital admission beyond ER	
➤ Disturbance that has potential for harming a child or causing major program disruption such as a natural disaster, bomb threat, hostage taking, etc.	
➤ Abduction of youth	

<u>Events Requiring Contact <i>within 24 Hours (Voice-Mail Acceptable)</i></u>	
➤ Arrest of employee for criminal offenses at program or involving Delaware child	
➤ Community, facility, or employee issues which could lead to media attention	
➤ Infection or illness that may have been caused by conditions in the program facility	
➤ Police called for assistance or youth arrested on new delinquency charges	
➤ Removal of employee from duty for issue affecting child security or safety	
➤ Physical Restraint	➤ Injury resulting from physical restraint
➤ Seclusion	➤ Accident with client in provider’s vehicle
➤ Contraband (weapons, drugs, etc.)	➤ Pattern of self-harm
➤ Suicide Attempt (3rd Party Reportable)	➤ Injury/illness requiring ER/medical attention
➤ Medication error or lapse	➤ Communicable diseases
➤ Physical Peer to Peer Aggression	➤ DSCYF Youth involved shooting or stabbing

<u>Events to be reported to the DSCYF Contract Manager or Program Administrator only.</u>	
➤ Allegation of institutional abuse lodged against provider’s staff but not involving a Delaware child	
➤ Allegation of abuse/neglect by persons outside the agency (parent, coach, etc.) including a 3rd Party Report	
➤ Arrest of provider staff for violent felonies against person(s) occurring away from the program site	
➤ 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 Management Support Services Interstate Compact Office - call Compact Administrator
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 - (800) 292-9582
Division of Prevention & Behavioral Health Services-(302) 824-6648
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.

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