



## DELAWARE DSCYF REPORTABLE EVENTS & NOTIFICATION PROCEDURES

<b><i>Events Requiring Person-to Person Contact <span style="color: red;">within 4 Hours (No Voice-Mail)</span> (all 3<sup>rd</sup> Party Reportable)</i></b>	
➤ 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, foster/adoptive care, day treatment-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	

<b><i>Events Requiring Contact <span style="color: red;">within 24 Hours (Voice-Mail Acceptable)</span></i></b>	
➤ Arrest of employee for criminal offenses at program or involving Delaware child	
➤ Community, facility, or employee issues which could lead to media attention	
➤ Infection/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/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/lapse	➤ Communicable diseases
➤ Physical Peer to Peer Aggression	➤ DSCYF Youth involved shooting or stabbing

<b><i>Events to be reported to the DSCYF Contract Manager or Program Administrator only.</i></b>	
➤ 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 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*- (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 Operating Guidelines