


Division of Youth Rehabilitative Services

Chapter 2: Professional Practices	Policy # 2.12	Page: 1 of 3
Subject: Reportable Events	Standards: ACA: JTS-3A-09, 3A-18, JDF 3A-09, 3A-18	
Effective Date: 12/15/08	Revised: 10/21/10, 5/1/13, 6/27/14, 7/20/20, 2/1/23	
Authorized Signature: 		

- I. **PURPOSE:** To ensure that factual information regarding significant events is addressed effectively and timely.

- II. **POLICY:** The Division of Youth Rehabilitative Services leadership is committed to providing and maintaining environments that are safe and without unnecessary and foreseeable risks to the health and well-being of the youth being served and the staff providing services. Reportable Events will be reported to the Director’s Office to ensure immediate and appropriate administrative responsiveness to unanticipated adverse events involving youth and staff. This policy applies to the DYRS units of Secure Care and Community Services.

- III. **PROCEDURE:**
 - A. **Critical Incidents (Events Requiring Immediate Person to Person Verbal Notification):**
 - a. Allegation of institutional abuse of a Delaware youth by Program Staff Member.
 - b. Allegation of sexual abuse and/or sexual harassment of a youth who is a perpetrator or victim (also submit all required PREA forms per Policy #2.13).
 - c. Child Death – the loss of life of any child who is active with the Division or has been active within 12 months preceding his or her death.
 - d. Escape AWOL, or runaway from a 24-hr facility or home pass or an escape of a registered sex offender that is court committed to a community-based or a residential placement.
 - e. Injury, illness, or event (including suicide attempt) requiring medical or psychiatric hospital admission beyond emergency room
 - f. Suicide attempt (as determined by the facility’s behavioral health staff)
 - g. Disturbance that has the potential for harming a child or causing major program disruption such as a natural disaster, bomb threat, hostage taking, etc.
 - h. Abduction of youth active with the Division.
 - i. Any incident/issue that may attract media attention or our receipt of a direct inquiry from the media.
 - j. An incident in which any child active in a department operated or contracted program is involved as the victim or alleged perpetrator of a stabbing or shooting.

 - 1) The DYRS Deputy Director is to be notified immediately, via telephone, by the Secure Care or Community Services Administrator (or designee). The Deputy Director will notify the DYRS Director. If the Deputy Director is not available, the

DYRS Director shall be notified immediately by the Secure Care or Community Services Administrator (or designee). These are person-to-person communications.

- 2) The DYRS Reportable Event Form is to be completed by the Supervisor on Duty or Probation Officer, reviewed by each level of the chain of command and forwarded to the Director's Office via the deputy director within **24 hours** of DYRS first learning about the event. Assignments shall be as follows:
 - a) The Supervisor on Duty or Probation Officer shall be responsible for completing and electronically forwarding a DYRS Reportable Event Form through the chain of command for administrative review before the end of their shift. Employees must check the youth's FOCUS record to see if any other Divisions are active with the youth and shall communicate information concerning the reportable event to all other active service Divisions.
 - b) The Secure Care or Community Services Administrator shall be responsible for reviewing and forwarding the final version of the DYRS Reportable Event Form to designated staff in the Director's Office.
 - c) The Supervisor on Duty or Probation Officer shall be responsible to send up follow-up information through the supervisory chain of command related to the reportable event following the initial report as additional and/or more detailed information becomes available.

B. Non-Critical Incidents (Events Requiring Immediate Notification via Text Message or Voice Mail):

- a. Arrest of an employee of a state operated or contracted program for an incident that may affect security, child, or public safety.
 - b. Contraband (i.e., weapons, drugs, and other illegal or dangerous items).
 - c. Infection/illness that may have been caused by conditions in the program facility (non-life threatening).
 - d. Injury or illness that results in ER visit or requires outside medical attention (excludes follow-up appts).
 - e. Medication error/lapses.
 - f. Pattern of self-harm (client attempts to hurt themselves, i.e., scratching, superficial cutting on an arm, hitting head against the wall, etc.).
 - g. Police called for assistance with youth or youth arrested on new delinquency charges stemming from an incident that occurred in a DYRS facility.
 - h. Removal of an employee from duty as a result of a performance issue that may affect security or child safety (i.e., intoxication or drug use while on duty, etc.).
 - i. Significant event or activity (riot, work or program stoppage) that presents a safety risk to self or others in the state operated programs.
 - j. Any legal/court issue that may require the Director's Office intervention (i.e., discharge error, non-supervised youth in the community).
- 1) The DYRS Deputy Director is to be notified immediately, via text message and/or

voice mail, by the Secure Care or Community Services Administrator (or designee). The Deputy Director will notify the DYRS Director.

- 2) The DYRS Reportable Event Form is to be completed by the Supervisor on Duty or Probation Officer, reviewed by each level of the chain of command and forwarded to the Director's Office via the deputy director within **72 hours** of DYRS first learning about the event. Assignments shall be as follows:
 - a) The Supervisor on Duty or Probation Officer shall be responsible for completing and electronically forwarding a DYRS Reportable Event Form through the chain of command for administrative review before the end of their shift. Employees must check the youth's FOCUS record to see if any other Divisions are active with the youth and shall communicate information concerning the reportable event to all other active service Divisions.
 - b) The Secure Care or Community Services Administrator shall be responsible for reviewing and forwarding the final version of the DYRS Reportable Event Form to designated staff in the Director's Office.
 - c) The Supervisor on Duty or Probation Officer shall be responsible to send up follow-up information through the supervisory chain of command related to the reportable event following the initial report as additional and/or more detailed information becomes available.

C. Electronic Entry of Information

- 1) Reportable events need to be inputted in to the DSCYF electronic case management system within 7 calendar days of the incident occurrence.

D. DSCYF Reportable Event Forms from Contracted Providers

- 1) When DYRS staff is made aware of a reportable event from a contracted provider, staff shall follow the notification requirements outlined in sections A.1 and B.1 of this policy.
- 2) When the contracted provider submits the DSCYF Reportable Event Form as required per the Contract Guidelines for events that are a DYRS critical incident, DYRS staff shall complete the DYRS Reportable Event Form page 2. For incidents that are a DYRS non-critical incident, the DYRS Reportable Event Form does not need to be completed. DYRS staff should electronically forward the DYRS Reportable Event Form page 2 (if required) and the DSCYF Reportable Event Form per the requirements outlined in sections A.2 and B.2 of this policy.