



Identifying and Reporting Unusual Incidents During Family Time Visits (UIRs)

The Family Time contract defines *unusual incident* as: “circumstances or events that concern a child’s health, safety or well-being or may impact the child’s well-being.”

These incidents require immediate verbal notification (speaking with, voicemail, or text) to the assigned Social Worker, followed by written notification via secure email within twenty-four (24) hours.

REQUIRED REPORTING

Unusual Incidents that require immediate notification include, but are not limited to:

- Physical self-abuse or abuse of others
- Sexual assaults or sexual behaviors that are age inappropriate
- Severe behavioral incident(s) unlike the child’s ordinary behavior
- Running away
- Any incident that may necessitate medical attention or hospitalization
- An unexpected adverse reaction to medication, food, etc.;
- A child’s caregiver, or person incorporated into the child’s safety plan, is injured, or dies
- Suicidal threats or behaviors made by the child

Unusual Incidents not requiring immediate notification must be reported within 24 hours.

RECOMMENDED REPORTING / BEST PRACTICES

Examples of Unusual Incidents that are recommended to report include, but are not limited to:

- Injuries that occur at the visit and result in a visible mark or may lead to a visible mark
- Observation of a child having a mark or injury when they arrive to the visit.
- Child self-reports of illness or injury
- Person who is not included on the referral attempts to join/attend a visit
- Inappropriate conversation

When in doubt of whether to complete a UIR, for examples not listed above, it is recommended to complete a UIR and send to the DCYF Social Worker.

If you are unable to get ahold of a SW or their supervisor, related to a UIR and regardless of issue, please call DCYF Intake:

Region 1: 800-557-9671

Region 2: 855-420-5888

For any questions on this process, please reach out to the FIN Compliance Team at:

Compliance@FamilyImpactNetwork.org.