

Child Foster Home Incident Report

Instructions: Complete this form for each incident. Attach additional pages if needed. If more than one foster child was involved in the same incident, a separate incident report must be completed for each foster child.

Name of Child Foster Home (CFH) Provider:

Physical Address of CFH:

Child's Name:

Child's Date of Birth:

Date of Incident:

Time of Incident:

Duration of Incident:

Location of Incident (where it occurred):

Type of Incident

- ☐ Serious incident ☐ Allegation of abuse ☐ Use of a Safeguarding Intervention
- ☐ Use of a restraint ☐ Use of an emergency crisis strategy
- ☐ Fire requiring the services of a fire department ☐ Unauthorized absence
- ☐ Other (describe):
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Summary of Incident: Provide a detailed description of all the following.

1. Conditions prior to (or leading up to) the incident.
Describe what was happening before the incident.

2. The incident, any injuries that occurred, and response/action taken by the foster provider and/or alternate caregivers/staff.

Describe what happened, any injuries that occurred, who responded, and how they responded. If injuries occurred, indicate the type of injury (bruise, cut, abrasion, broken bone, sprain, etc.), location of the injury (such as right shoulder, left knee, etc.), and other identifying information (such as the size and shape of a bruise).

3. Name (and position title, if applicable) of all witnesses to the incident.

Who witnessed the incident?

Follow up action

Describe the actions that will be taken to prevent a recurrence of the incident.

Signature Section

Printed name of person completing form*

Signature

Date

*If the person completing this form is not the CFH provider, the CFH provider must sign below acknowledging review of the incident report before submitting it to the child's case management entity.

CFH provider's signature (if applicable)

Date

Reporting Timelines and Notification Requirements

- Incident report must be submitted to the child's case management entity within five business days of the incident.
- If requested, a copy of the incident report must be provided to the child's guardian within five business days of the request. A copy of an incident report may not be provided to a child's guardian when the report is part of an abuse investigation.
- A copy of an incident report provided to a child's guardian or other service providers must have confidential information removed or redacted as required by federal and state privacy laws.
- Incident report must be maintained by the foster provider in the child's record.