REPORTING OF CRITICAL OR UNUSUAL INCIDENTS

There may be times when certain situations occur that affect the health and welfare of a child in your care. We refer to these situations as “critical” or “unusual” incidents. Both CUA policy and State regulations require that these incidents be reported to us in a timely manner. This ensures that parents, CUA administration and other involved parties can be quickly notified and that necessary actions can be taken.

Listed below are the critical and unusual incidents that must be reported to your social worker and the required timeframes. If your social worker is not available, you need to contact the supervisor or administrator. When reporting critical or unusual incidents after hours or during the weekend or holidays please call our HOTLINE at (215) 564-0790).

UNUSUAL INCIDENTS	TIMEFRAME
Death of a child	Immediately
Injury to a child that requires in-patient hospitalization or one in which, in the opinion of a physician, may cause death, serious disability, or disfigurement	Immediately
Any occurrence, such as fire in the foster home, that results in a condition which threatens the health or safety of a child	Immediately
CRITICAL INCIDENTS	
Abuse or neglect of a child in placement	Immediately
Other hospitalization, injury, illness or accident	Immediately
Arrest, violence toward people, violence toward property, victim of assault or other crime	Immediately
Voluntary or involuntary psychiatric commitment	Immediately
Suicide attempt, death of a family member	Immediately
Sexual aggression, severe psychological symptoms	Immediately
Death or hospitalization of a kinship caregiver	Immediately

If you have any questions concerning this, please contact your social worker. We thank you for your continued efforts to provide the very best in care to Philadelphia’s children.

_____ _____
Caregiver Date Caseworker Date

_____
Caregiver Date