

SPECIAL INCIDENT REPORTS (SIR) Documentation and Process

The following guide has been developed by the State Community Care Licensing, Los Angeles County Department of Children's Services, Probation and David & Margaret FFA. **Remember, also that your FFASW has reporting requirements, if you need consultation page the ON CALL FFASW 909/ 957-1344.** Foster parents need to document and report the following:

1. **BEHAVIOR INCIDENTS:**

Any incident that threatens the physical or emotional health or safety of any child, such as substance abuse, physical violence, the need for physical containment, suicide attempts, sexually related incidents, school incidents, police contacts, disruptive behavior by birth parents or other visitors, etc.

When to report: Immediately

2. **OTHER SIGNIFICANT INCIDENTS:**

Child removed not residing in foster home, such as relocation of a child to a respite home, overnight trips or vacation (we have to get permission from the workers prior to the visit), or any other facility.

When to Report: Immediately

3. **MEDICAL VISITS:**

All visits to the doctor, dentist, therapist, psychiatrist etc. must be on the appropriate documentation form with documentation of a doctor's signature and stamp along with supporting documentation included (physical form, dental form, lab work etc.)

When to Report: Contact your FFASW or on-call for after hours.

4. **ROUTINE ILLNESS OR ACCIDENT:**

This includes, but is not limited to, bumps, scratches; this includes requiring medical attention at doctor or ER.

When to Report: Immediately

5. **SERIOUS INJURY, ILLNESS OR ACCIDENT:**

Any incident requiring extended medical treatment. **When to Report: Immediately**

6. **DEATH:** **When to Report: Immediately**

7. **UNAUTHORIZED ABSENCE (AWOL):**

This includes any absence, which threatens the child's physical or emotional health and/or safety, or is after bedtime.

When to Report: Immediately

8. **ABUSE:** **When to Report: Immediately**

9. **SIGNIFICANT CHANGES IN FAMILY STATUS:**

This includes changes in family members living in the home, such as an adult child (Over 18) coming back to live (whether temporary or permanent), another person coming to live with the family, etc.

When to Report: Immediately (In advance, if possible)

10. **SIGNIFICANT INCIDENTS INVOLVING THE COMMUNITY OR HOUSE WHICH MAY HAVE SERIOUS IMPACT ON THE RESIDENTS:**

Epidemics (you must report when anyone in the home has a communicable disease), poisonings, catastrophes, floods, explosions, earthquake damage, any fire (even if the fire department did not respond), or any other potentially dangerous environment. **When to Report: Immediately**