## **REPORTING EVENTS/INCIDENTS (If bolded: Contact CK immediately)**

* **Alleged abuse or neglect- Contact CK immediately**
* Aggressive behavior or fighting between the foster/adoptive child and any other child
	+ **If an injury occurs-contact CK immediately**
	+ If an injury does not occur, contact your CM the next business day
* **Any police involvement with foster family and/or children- Contact CK immediately**
* Choking
	+ **With the intent to harm/injuries occurred- contact CK immediately**
	+ Without the intent to harm/no injuries occurred- contact your CM the next business day
* **Commission of a crime or arrest of child- Contact CK immediately**
* **Conducting a search of a child or his/her belongings- Contact CK immediately**
* **Contraction of a communicable disease- Contact CK immediately**
* **Critical injury, including but not limited to dislocation or fractured bones, major concussion, laceration requiring sutures, second or third degree burns, other serious bodily injury, disability or death- Contact CK immediately**
* **Cruel, harsh or unusual discipline by caregiver or any adult- Contact CK immediately**
* **Drug or alcohol usage or possession (including alleged drug use)- Contact CK immediately**
* **Homicidal ideation or attempt- Contact CK immediately**
* **Hospitalization (Medical or Psychiatric)- Contact CK immediately**
* **Ingestion- Contact CK immediately**
* Inappropriate personal boundaries
	+ **With sexual intentions- contact CK immediately**
	+ Without sexual intentions- contact your CM the next business day
* Injury (bruising or bleeding to the head, face or torso)- Contact your CM the next business day
* Major behavioral issues (behaviors that are unusual for that particular child)
	+ **If unable to resolve/need assistance/support- Contact CK immediately**
	+ If able to resolve/no issues or concerns- CK your CM the next business day
* **Medical Incident (urgent care, ER visits or hospitalization, any burn; sores or injury to the genital area or buttocks)- Contact CK** **immediately**
* **Medication incidents/errors**
	+ **Contact a healthcare professional (obtain name and number) and then CK immediately if:**
		- **Child receives wrong medication**
		- **Child receives medication prescribed to someone else**
		- **Child receives the wrong dosage of medication**
		- **Child receives expired medication**
		- **Child receives medication at the wrong time**
		- **A medication dosage is skipped or missed**
	+ Contact your CM the next business day, if:
		- The medication administration instructions were not followed correctly
		- Child receives medication that was not stored correctly
* **Non-consensual sex (victim or Perpetrator)- Contact CK immediately**
* **Personal restraint, including any resulting injury- Contact CK immediately**
* Property damage or theft
	+ **If police involvement- Contact CK immediately**
	+ If no police involvement- Contact your CM the next business day
* **Runaway / child leaves home without permission / child is missing- Contact CK immediately**
* School related incidents (school suspension or discipline referral)- Contact your CM the next business day
* Self-abusive behavior-
	+ **Cutting self- Contact CK immediately**
	+ Head banging, picking at skin, pulling out hair- Contact your CM the next business day
* **Sexual activity of the foster child with any other adult or child (intercourse; sexualized talk; exposing or touching breasts, genitals or anus) – Contact CK immediately**
* **Suicidal attempt or ideation- Contact CK immediately**
* Tantrum/Defiant behavior that interferes with child daily routine
	+ **If unable to resolve/need assistance/support- Contact CK immediately**
	+ If able to resolve/no issues or concerns- CK your CM the next business day
* Tobacco Use- Contact your CM the next business day

During regular business hours report any incidents to your CK Case Manager. If your Case Manager is not available, please contact their supervisor.

After hours incidents need reported to 817-896-9310, if your Case Manager is out of Arlington office. If your Case Manager is out of Dallas/Plano office report all incidents to on-call 817-983-3175