



Series: Operating Procedures COA: RPM 2.02-2.04;
PQI 4.02
CFOP: NA

Procedure Name: Child Placing Agency Critical Incident Reporting

Procedure Number: OP-1115

Revision #/Date: (2) / 09/29/08

Effective Date: 04/24/06

Applicable to: All CBCB Staff and Contracted Child Placing Agencies

SUBJECT: Child Placing Agency Incident Reporting policies and procedures for all CBCB contracted provider agencies.

PURPOSE: To outline the process for completion of Community Based Care of Brevard's (CBCB) Child Placing Agency Incident Reporting policies and procedures for all CBCB contracted provider agencies.

PROCEDURE:

References

CBCB Policies/Procedures: GOV202, GOV203, RQ502, RQ506

Overview

All contracted Child Placing Agency providers shall be responsible for reporting to their CBCB contact any critical incidents involving clients placed in a home licensed by Community Based Care of Brevard. This reporting shall be done verbally within four (4) hours, with written confirmation within 24 hours.

- A. This operating procedure applies to all incident reporting and client risk prevention in CBC of Brevard's programs and contract providers serving clients,
- B. The reporting procedures do not replace the abuse, neglect and exploitation reporting system. Regardless of their status as an event in client risk prevention, allegations of abuse, neglect or exploitation must always be reported immediately to the Florida Abuse Hotline and appropriate district local advocacy committees as required by law.
- C. For the purposes of this operating procedure, a licensed health care professional is defined as a person who is licensed to practice medicine pursuant to Chapter 458, Florida Statutes (F.S.); licensed to practice osteopathy pursuant to Chapter 459, F.S.; or licensed as a nurse practitioner pursuant to Chapter 464, F.S.

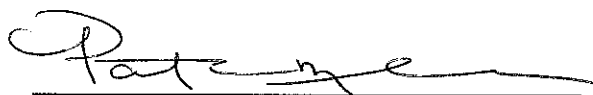
Definitions of Reportable Incidents

- A. Altercation. A physical confrontation occurring between a client and employee or two more clients at the time services are being rendered, or when a client is in the physical

custody of CBC of Brevard, which results in one or more clients or employees receiving medical treatment by a licensed health care professional.

- B. Client Death (Immediate Notification). A person whose life terminates due to or allegedly due to an accident, act of abuse, neglect or other incident occurring while in the presence of an employee, in a CBC of Brevard operated or contracted facility or service center; while in the physical custody of CBC of Brevard, or when a death review is required pursuant to the Child Death Review Procedures.
- C. Serious injury, or serious illness of a child (Immediate Notification)- A medical condition of a client requiring medical treatment by a licensed health care professional sustained or allegedly sustained due to an accident, act of abuse, neglect or other incident occurring while in the presence of an employee, in an CBC of Brevard subcontracted facility or service center.
- D. Elopement. The unauthorized absence beyond eight hours, or other time frames as defined by a specific program operating procedure or manual, of a child who is in the physical custody of CBC of Brevard.
- E. Abuse/Neglect/Abandonment/Threat of Harm- A founded occurrence of abuse, neglect or abandonment by an employee on a client, or client on an employee as evidenced by medical evidence, law enforcement involvement or DCF investigation.
- F. Suicide Attempt. An act which clearly reflects the physical attempt by a client to cause his or her own death while in the physical custody CBC of Brevard or a CBC of Brevard contracted or certified provider, which results in bodily injury requiring medical treatment by a licensed health care professional.
- G. Potential Media Coverage (Immediate Notification) - Any incident that may result in negative media coverage.
- H. Other incident of a serious nature that poses physical or emotional danger to client, family members or staff- Any unusual occurrence or circumstance initiated by something other than natural causes or out of the ordinary such as a tornado, kidnapping, riot or hostage situation, which jeopardizes the health, safety and welfare of clients who are in the physical custody of CBC of Brevard.
- I. Theft/Vandalism/Damage – The intent is to report damage that is significant and non-accidental.
- J. Other- Law Enforcement is deployed to the home, any incident with a Foster Parent resulting in their arrest, conviction or any licensing violation and any high risk situation or pattern of events within a licensed foster home

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 1/16/09