

BEACON OF HOPE
Incident Report Documentation

An incident constitutes anything that happens out of the ordinary. Some examples would be severe tantrums or anger outbursts, behavior that results in 24 hour restriction to foster home, hitting, injuries that occurred, runaway, youth being under the influence, or suicide threats. All incidents should be reported to BEACON OF HOPE as soon as possible. Some incidents require immediate notification to BEACON OF HOPE so that other authorities can be notified. This includes abusive behavior by care givers (foster parents), child to child behavior that results in observable injury, suicide attempts, severe life altering injury and death. This is not all inclusive, contact BEACON OF HOPE immediately if in question about whether to do an incident report.

Foster Home: _____
Address: _____
Phone Number: _____

Child's Name: _____ Age: _____ Gender: _____
Date of Admission: _____ Date of Incident: _____ Time of Incident: _____
Caseworker: _____
BOH Case Manager: _____
Therapist: _____

Other Children Directly Involved:
Name: _____ Age: _____ Gender: _____
Name: _____ Age: _____ Gender: _____
Name: _____ Age: _____ Gender: _____

Other Persons Involved: (Foster Parents, Teachers, Witnesses, etc.)

Name: Jordan Shepherd Title: Foster Child
Name: _____ Title: _____
Name: _____ Title: _____

Nature of Incident: (Injury Accident, Runaway, Aggression, Fight, Skipping School, Sexually Acting Out, Sexual Abuse, Sexual Victimization)

Circumstances surrounding the incident:

State Licensing reporting necessary? 1. Abuse or neglect by care givers. 2. Non-consensual sexual activity. 3. Consensual sexual activity with significant age or developmental difference. 4. Critical injury or permanent disability. 5. Suicide attempts using a means capable of causing serious injury or death. 6. Arrest for a crime. 7. Runaway.

___ Yes ___ No

Caregiver must report any and all incidents (s) of abuse and/or neglect to the abuse hotline. Caregivers will also report any and all incidents to Beacon of Hope representatives. Incidents will also be reported to the child's CPS caseworker.

Describe incident in detail: (What happened before, what intervention did you use to avoid incident or crisis, what happened?)

Not applicable

Did restraint occur? (Restriction of any movement)

Yes No

If yes, please attach a restraint documentation form.

Was Beacon of Hope notified of the incident?

Yes No

Notified by: 1. Phone 2. Person 3. Date 4. Time:

If State Licensing reporting required, document time, date, and any other pertinent information.

Hotline Contact:

Call ID: Reference:

Licensed Health Care Professional (if any)

Name:

Findings:

Treatment: (If any)

Caregiver or person reporting incident:

The resolution of the incident:

Child Placement Management Staff:

Treatment Director:

Foster Parent:

On Call Staff: