

SIGNIFICANT EVENTS
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Subpart A – General Information

Section 331.10 Purpose and Overview

- a) Significant Event Reporting is the process that captures significant, sometimes traumatic occurrences that impact children and youth served by the Department. (These are reports formerly known as Unusual Incident Reports.) Additionally, this process is used to capture significant events that involve Department licensed facilities, including day care providers, as well as staff employed by the Department or Purchase of Service (POS) Agencies, Department licensed facilities and caregivers. Significant events in Illinois child welfare include child and youth events, and personnel, caregiver and facility related events.

Child and Youth Significant Events include allegations of abuse and neglect, reports of missing or abducted children and youth, and child and youth incidents. Child and Youth Significant Events impact children and youth in care; children and youth served by the Department; children and youth formerly in care and children and youth with no current or former relationship to the Department in instances of child/youth death.

All Child and Youth Significant Events are documented in SACWIS, however, the reporting location in SACWIS varies based on the event type. Additionally, it is no longer necessary to duplicate event reporting by recording in multiple places. For example, previously a UIR was required in addition to making a report to the State Central Register (SCR) for allegations of abuse, neglect and death. A UIR was also required when making a report to the Child Intake and Recovery Unit (CIRU) for incidents of missing or abducted children and youth. Child and Youth Significant Event Reporting eliminates duplication of reporting. A report of a Significant Event to SCR or CIRU serves as the sole report/notification when an event reportable to SCR or CIRU occurs. **To be clear, it is no longer necessary to record a child or youth incident (formerly UIR) in addition to reporting the incident to SCR or CIRU.**

Child and Youth Significant Events and reporting requirements, including distribution of Critical Event Reports are described in Procedures 331.50 through 331.130. Child and Youth Significant Events are reported in one of three ways **based on the event type:**

- All incidents of child or youth deaths, suspected child abuse or neglect and human trafficking are Significant Events that require a report to the State Central Register (SCR) hotline. See **Procedures 300, Reports of Child Abuse and Neglect.**
- Incidents involving children or youth missing or abducted from their placement are Significant Events that require a report to CIRU. See **Procedures 329, Locating and Returning Missing, Runaway and Abducted Children.**
- All other Significant Events involving children and youth are recorded as a Child/Youth Incident in SACWIS.

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Child and youth incidents capture contributing circumstances associated with the incident. Multiple circumstances may be documented within one incident. The “multi-select” functionality in SACWIS allows workers to record multiple related circumstances within one incident when related circumstances occurred within the same incident.

All Child and Youth Significant Events, regardless of the SACWIS data entry point (SCR intake, CIRU report, Child or Youth Incidents) are visible to assigned workers, supervisors and their hierarchy. The SACWIS desktop includes a “Caseload Developments” list that will display all Child and Youth Significant Events by order of the date the event occurred. Child and Youth Significant Events are also visible to all authorized individuals via the “Child/Youth Significant Event Monitoring Log” in SACWIS.

Certain Child and Youth Significant Events require a higher level of attention and review based on the critical nature of the circumstances. Child and Youth Significant Events that constitute a “Critical Event” (formerly referred to as a “Morning Report”) are visible via the SACWIS Child and Youth Critical Events Log, which is accessible by all staff with authorized access.

Personnel, Caregiver and Facility Related Events are described in Procedures 331.140 through 331.180. Personnel, Caregiver and Facility Related Events occur within or are about Department offices, contracted agencies and facilities, or are regarding employees of the Department or any contracted agency or facility. Additionally, these reports may include incidents that involve licensed foster parents and unlicensed relative caregivers and may also involve children and youth placed in a facility or involved with personnel named in the incident.

When personnel, caregiver or facility related reports involve children and youth in substitute care, or children and youth served by the Department (defined in **Procedures 331.30** as children and youth receiving Intact Family Services or in an open family case who are not in the Department’s custody or guardianship), a corresponding Child or Youth Incident must also be recorded in SACWIS.

Personnel, Caregiver and Facility Related Significant Events are visible via the Facility/Personnel Significant Event Monitoring Log in SACWIS, which is accessible by all staff with authorized access.

Procedures 331 describe:

- What must be reported as a Child and Youth Significant Event;
- What must be reported as a Personnel, Caregiver or Facility Related Significant Event;
- Who must make a Significant Event Report;
- How to report a Significant Event;

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- How to record Child or Youth Incidents;
 - How to record Personnel, Caregiver or Facility Related Incidents;
 - What constitutes a Critical Event;
 - Who must be contacted regarding the Significant Event Report and how they will be contacted;
 - How, when and by whom Child and Youth Significant Event Reports and Child or Youth Incidents are dispositioned; and
 - How, when and by whom Personnel, Caregiver and Facility Related Significant Event Reports and Incidents are dispositioned.
- b) Significant Event Reporting allows Department and Purchase of Service (POS) staff, providers and caregivers to:
- Communicate quickly about critical events, occurrences or circumstances that present risks to children and youth in care, staff and others;
 - Alert others of the events, occurrences or circumstances and actions that may be required; and
 - Track events and occurrences for trend analysis and to determine whether modifications are needed to improve the quality of services.

Section 331.20 Relationship and Impact to Safety, Permanency and Well-being of Children and Youth

a) Permanency and Intact Family Service Workers, Supervisors and Child and Family Teams

Permanency and Intact Family Service Workers, Supervisors and Child and Family Teams must consider Significant Events and assess how events individually and collectively impact safety, permanency and well-being. A Significant Event can be an indication that a current service being provided is ineffective, or that different service needs to be added to the Service Plan. A Significant Event can draw attention to a placement/treatment challenge or concern and may even prompt reassessment of the permanency plan for the child/youth. An assessment may point to a needed service, or may point to a service currently in the Service Plan that appears to be ineffective for a particular child/youth.

b) Area Administrators and POS Program Managers

Area Administrators and POS Program Managers must ensure permanency teams and supervisors are properly assessing and addressing Significant Events, and reporting identified trends and system issues to the Regional Administrator.

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c) Administrative Case Reviewers

Administrative Case Reviewers must ensure the child/youth's Service Plan addresses the root causes for the child/youth's behavior. Service Plans that do not adequately address Significant Events should be reported through ACR feedback.

d) Permanency Hearing Report

When required by the local jurisdiction, the Permanency Hearing Report should summarize the Significant Events that occurred, the assessments of those events, and actions taken by the Permanency Worker, Child and Family Team or others to address the issues raised by those events.

Section 331.30 Definitions

“Abducted” means a child or youth's whereabouts are unknown, and it is known or believed that the child or youth is being or has been concealed, detained, or removed from the jurisdiction of the court by another person in violation of a valid court order granting custody to another.

“Caregiver” means a licensed or unlicensed relative caregiver, fictive kin, licensed foster parent, specialized foster parent, or a residential/group home or shelter care provider.

“Child or youth in care” is a child or youth for whom the Department is legally responsible. This means a child/youth for whom the Department has temporary protective custody, temporary custody or guardianship via court order, or a child/youth whose parent has signed an adoptive surrender or voluntary placement agreement with the Department.

“Child or youth served by the Department” means a child or youth served by the Department or purchase of service agency through an Intact Family Services case, or a child or youth for whom the Department has an open family case and the child or youth is not in the Department's custody or guardianship.

“Critical Event Report” (formerly referred to as a “Morning Report”) means a Child and Youth Significant Event, Child or Youth Incident or Personnel/Caregiver/Facility Related Incident that requires a higher level of attention and review based on the critical nature of the circumstances.

“Cyberbullying” means the use of interactive technology to harass, threaten, embarrass or target another person. When an adult is involved, such action may be classified as “cyber-harassment” or “cyber-stalking”; both actions are considered crimes, and have legal consequences, including possible incarceration. See **Administrative Procedures #28, Social Media/Mobile Technology for Children/Youth in Care**, and **Administrative Procedures #28.Appendix B, Criminal and Civil Laws** for additional information regarding cyberbullying.

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“Disposition”:

- 1) means activities or services have been undertaken such that risks to a child/youth’s or other person’s health, safety or welfare have been mitigated or resolved to the point that usual and customary services can be provided, if appropriate;
- 2) does not mean that the case is closed, rather it means that there is closure with respect to the reported incident; and
- 3) means that the extraordinary circumstances reported (i.e., those beyond the customary operations, routines and relationships) have been addressed appropriately by responsible persons and documented in a manner prescribed by the Department.

“Emergency medication” means psychotropic medication given to a child/youth in accordance with the Consent by Minors to Medical Procedures Act [410 ILCS 210] when circumstances exist in which a child/youth in care poses a threat of imminent serious harm to self or others. See **Rule 325 and Policy Guide 2012.04, Administration of Psychotropic Medication to Children for Whom DCFS is Legally Responsible** for additional information regarding emergency medications.

“Facility” means a program or child care facility licensed by the Department pursuant to the Child Care Act of 1969 [225 ILCS 10].

“Former child or youth in care” means a child/youth less than 18 years of age who was in the custody or guardianship of the Department at any time during the 12 months preceding an incident subject to reporting under these Procedures.

“Identity theft” means stealing someone’s identity (e.g., name and social security number) or pretending to be someone else by assuming that person’s identity. Usually, identity theft is used to commit fraud, theft and other crimes against the person (victim) whose identity is illegally used.

“Locked out”, for purposes of Allegation #84-B only, means the parent or caregiver of a child/youth under 18 years of age has denied the child/youth access to the home and the parent or caregiver has refused or failed to make provisions for another living arrangement for the child/youth **and** immediately prior to being reported as “locked out” the child/youth was receiving treatment in a psychiatric hospital setting.

“Media Involvement/High Profile” means any SCR report, Child/Youth incident or Personnel/Caregiver/Facility incident that currently has media involvement, or there has been a media inquiry that is not part of a Department planned or sponsored public service communication, education/training or similar public service effort. Such incidents include, but are not limited to those that involve a child or youth for whom the Department is legally responsible, persons served by the Department, child care facilities licensed by the Department, staff of the Department or a Purchase of Service provider, or litigation affecting a Purchase of Service provider.

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“Missing child or youth” means any child or youth less than 21 years of age for whom the Department is legally responsible who is absent from his/her placement without the permission or knowledge of the child/youth’s caregiver or guardian or who may have been abducted. A child/youth who is absent from his/her placement may be considered missing when his/her whereabouts are unknown.

“Mobile technology” means the use of social media/texting with a mobile device (such as a cell phone).

“Non-child or youth in care” means a child or youth less than 18 year of age who has never been in the custody or guardianship of the Department, or who was released from the custody or guardianship of the Department more than 12 months prior to an incident subject to reporting pursuant to these Procedures.

“One-time, non-emergency medication” means the one-time administration of a psychotropic medication prescribed by a licensed prescriber to a child or youth in care for the acute management of symptoms of insomnia or other troublesome symptoms that may adversely affect a child or youth’s sense of well-being following an evaluation conducted by a qualified health professional. See **Rule 325** and **Policy Guide 2012.04, Administration of Psychotropic Medication to Children for Whom DCFS is Legally Responsible** for additional information and instructions regarding one-time, non-emergency medications.

“Peer to Peer Youth Violence” means violence involving young persons, typically children, adolescents, and young adults between the ages of 10 and 24. The young person can be the victim, the perpetrator, or both. Peer to Peer Youth Violence includes aggressive behaviors such as verbal abuse, bullying, hitting, slapping, or fist fighting. These behaviors have significant consequences but do not generally result in serious injury or death.

Peer to Peer Youth violence also includes serious violent and delinquent acts such as aggravated assault, robbery, rape, and homicide, committed by and against youth. Such incidents include but are not limited to physical fights, threats with weapons, and gang-related violence. A young person can be involved with youth violence as a victim, offender, or witness. Different forms of youth violence can also vary in the harm that results and can include physical harm, such as injuries or death.

“Person responsible for the child's welfare” means the child's parent; guardian; foster parent; relative caregiver; any person responsible for the child's welfare in a public or private residential agency or institution; any person responsible for the child's welfare within a public or private profit or not for profit child care facility; or any other person responsible for the child's welfare at the time of the alleged abuse or neglect, including any person that is the custodian of a child under 18 years of age who commits or allows to be committed, against the child, the offense of involuntary servitude, involuntary sexual servitude of a minor, or trafficking in persons for forced labor or services, as provided in Section 10-9 of the Criminal Code of 2012 [720 ILCS 5], or any person who came to know the child through an official capacity or position of trust, including but not limited to health care professionals, educational personnel, recreational supervisors, members of the clergy, and volunteers or support personnel in any setting where children may be subject to abuse or neglect. [325 ILCS 5/3]

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“PRN (*pro re nata*) medication” means a standing medication order to administer a psychotropic medication for the emergency management of aggression, psychotic agitation, insomnia, and other troublesome symptoms without a physician assessment or specific approval according to parameters set by the licensed prescriber.

“Sexting” means sending nude or semi-nude images/pictures, or images/pictures that indicate sexual activity, by cell phone or other electronic media. Sexting may also include sexual narrative without images. (Also referred to as a sexual text ('sext') message.) See **Administrative Procedures #28, Social Media/Mobile Technology for Children/Youth in Care**, and **Administrative Procedures #28.Appendix B, Criminal and Civil Laws** for additional information regarding sexting.

“Sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act. See **Procedures 302.Appendix C, Human Trafficking** for additional information regarding sex trafficking.

“Social media” means current and future interactive technologies including, but not limited to, text, audio, video, images, podcasts, and other multimedia communications, in virtual communities and online networks. See **Administrative Procedures #28, Social Media/Mobile Technology for Children/Youth in Care** for additional information regarding social media.

“Urgent care medicine” means the provision of an immediate medical service offering outpatient care for the treatment of acute and chronic illness and injury.

“Violation of a court order” means a written order or finding entered by a court with jurisdiction over the youth, in which the court finds the youth has violated an order of that court or another court.

“Worker” means the child or youth’s assigned DCFS/POS Permanency Worker, DCFS Child Protection Specialist or Intact Family Specialist who has primary responsibility for case management and service coordination and delivery.

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Section 331.40 Significant Event Report Categories

a) Child and Youth Specific Events

“Child and Youth Specific Events” impact children and youth in care, children and youth served by the Department, children and youth formerly in care and children and youth with no relationship to the Department when there is an allegation of death.

Child and Youth Specific Events include:

- Death Reports Involving Children and Youth;

Note: ALL child and youth deaths MUST be reported to SCR regardless of the nature of death.

- Alleged Abuse/Neglect Reports of Children or Youth in Care or Served by the Department;
- Reports of Human Trafficking Involving Children and Youth in Care or Served by the Department;
- Reports of Missing or Abducted Children and Youth in Care;
- Alleged Child Abuse/Neglect and Human Trafficking Involving Children and Youth in Care (When Report Not Taken by SCR);
- Encounters with Law Enforcement Involving Children and Youth in Care;
- Behavior Related Incidents Involving Children and Youth in Care;
- Sexualized Behavior Incidents Involving Children and Youth in Care;
- Medical/Psychiatric Incidents Involving Children and Youth in Care;
- Injury Related Incidents Involving Children and Youth in Care;
- Identification of a Pregnant and Parenting Child or Youth in Care;
- Child and Youth Circumstances Involving Caregivers; and
- Media Involvement/High Profile Child or Youth Events.

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b) Personnel, Caregiver and Facility Related Events

“Personnel, Caregiver and Facility Related Events” do not include children and families served by the Department. These are strictly events regarding DCFS and POS agency personnel, licensed foster parents/unlicensed relative caregivers, or events that occur within or are about a facility.

Personnel, Caregiver and Facility Related Events include:

- Significant Events Involving Employees or Facilities;
- Significant Events Involving Caregivers; and
- Media Involvement/Media Inquiries Regarding Personnel/Caregivers/Facilities.

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Subpart B – Significant Events Involving Children and Youth

Section 331.50 All Death Reports, Human Trafficking and Abuse/Neglect Reports Involving a Child or Youth in Care or Served by the Department

A Significant Event Report shall be made for all child and youth death reports, human trafficking reports and abuse/neglect reports involving children and youth in care, or served by the Department. Significant Event Reports shall also be made for children and youth who are not in care but who receive services in a Department-licensed facility/home.

a) Death Reports Involving Children and Youth

- 1) All Significant Events involving death of any child or youth in Illinois must be reported to SCR (phone: **800-252-2873**). **SCR will enter the Significant Event Report in SAWCIS.** Significant Events involving death includes:

• **Death, DCFS Child or Youth in Care or Served by the Department**

A child or youth in care or served by the Department dies, regardless of the cause of death and regardless of whether the child or youth was supervised directly by the Department or by a purchase of service provider.

• **Death, Former Child or Youth in Care** (within one year of discharge from guardianship)

A child or youth for whom the Department was legally responsible dies **within one year** of discharge from guardianship or custody of the Department.

• **Death, Non-DCFS Child or Youth in Care**

A non-DCFS child or youth or a child of a youth in care dies in a DCFS licensed entity, including a foster home, day care center, etc. Current involvement may include a pending child abuse and neglect investigation. Prior involvement may include, but is not limited to, being a subject of a previous child abuse/neglect investigation, or a member of a closed intact family service case.

A Call Floor Worker will determine whether the case satisfies the criteria for a report and investigation. If a report is not taken, the incident will be captured by the SCR Sudden and Unusual Death Tracking Log.

In addition to contacting the SCR, the additional actions in (2) – (6) below are required and shall be documented in contact notes.

- 2) A Significant Event involving death of any child/youth in Illinois shall also be reported immediately to:
- Law enforcement authorities; and
 - The DCFS Deputy Director of Child Protection.

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- 3) The following persons must be notified, within 24 hours, of a Significant Event involving death of a child/youth in care or served by the Department:
 - Child/youth's family (See Procedures 331.100(a)(2), Permanency Worker's Responsibility to Notify Parents, Siblings and Other Family Members) and visiting resources;
 - The DCFS Guardian (phone: **312-814-8600**; after hours: **866-503-0184**); and
 - The child/youth's counselor, therapist or mental health professional or other involved service providers.

 - 4) All deaths of a child or youth in care must be reported to the DCFS Office of Inspector General (OIG). The OIG investigates deaths in foster/relative caregiver homes, child welfare institutions, independent living programs and other facilities licensed by the Department, as well as child/youth deaths when there is an open DCFS child welfare service case or child protection investigation within the preceding 12 months. (See **Rule 430.30, OIG Investigations**.)

 - 5) All deaths of a child or youth in a DCFS-licensed home/facility (whether or not the child/youth is in care) must be reported to the DCFS or POS Licensing Unit that supervises the license. The Licensing Unit shall determine whether the incident constitutes a Licensing Complaint in accordance with **Procedures 383, Licensing Enforcement**.

 - 6) The death of a child/youth in care must be reported to the child/youth's guardian ad litem or attorney appointed under Section 2-17 of the Juvenile Court Act. The guardian ad litem/attorney shall receive a copy of the Significant Event Report no later than 3 days after the report is entered in SACWIS.
- b) Alleged Abuse/Neglect Reports of Children or Youth in Care or Served by the Department**
- 1) All Abuse/Neglect Significant Events are required to be reported to SCR (phone: **800-252-2873**). **If a report is taken, SCR will enter the Significant Event Report in SAWCIS.** If a report is not taken, the worker is required to record the abuse/neglect event as a Child/Youth Incident in SACWIS. See **Procedures 331.70(a), Alleged Child Abuse/Neglect and Human Trafficking (When Report Not Taken by SCR)**. Significant Events involving alleged abuse/neglect include:
 - **Alleged Sexual Abuse of a Child or Youth**

A child or youth in care or served by the Department is alleged to have been sexually abused by a parent or responsible caregiver, immediate family member, other person residing in the home, parent's paramour, or other person responsible for the child/youth's welfare as defined by DCFS **Rule 300**.

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- **Alleged Physical Abuse of a Child or Youth**

A child or youth in care or served by the Department is alleged to have been physically abused by a parent or responsible caregiver, immediate family member, other person residing in the home, parent's paramour, or other person responsible for the child/youth's welfare as defined by DCFS **Rule 300**.

- **Alleged Sexual Assault of a Child or Youth**

A child or youth in care or served by the Department is alleged to have been the victim of a forceful threat and use of force in submitting to (carrying out) a sexual act by a person who is not the child/youth's caregiver, immediate family member, other person residing in the home, parent's paramour, or other person responsible for the child/youth's welfare. Examples include rape, date rape and attempted rape as defined by DCFS **Rule 300**.

- **Alleged Neglect of a Child or Youth**

A child or youth in care or served by the Department is allegedly not receiving proper or necessary nourishment, medical care or care otherwise indicated in DCFS **Rule 300**.

- **Alleged Emotional/Verbal Abuse of a Child or Youth**

Incidents where a caregiver allegedly attempts to control the behavior of a child or youth, through the use of fear, humiliation, and/or verbal assaults. It may also include rejection by the parent/caregiver, terrorizing the child/youth through the use of threats, ignoring him or her, or isolation of the child/youth to the extent that it deprives him/her of opportunities to develop normal social relationships.

- **Allegation #84-B Lock Out-Psychiatric Admission**

Note: Reports of Allegation #84-B will populate the Child/Youth Significant Event Monitoring Log and will display on the assigned caseworker's desktop if a child/youth placement case is opened and the investigation remains pending at the time of case opening or has not been dispositioned/closed.

In addition to contacting the SCR, the additional actions in (2) – (6) below are required and shall be documented in contact notes:

- 2) A Significant Event involving sexual abuse or sexual assault of a child or youth in care or served by the Department shall be reported immediately to law enforcement authorities.

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- 3) A Significant Event involving Abuse/Neglect shall also be reported immediately to:
- Child/youth's family (See Procedures 331.100(a)(2), Permanency Worker's Responsibility to Notify Parents, Siblings and Other Family Members);
 - The DCFS Guardian (phone: **312-814-8600**; after hours: **866-503-0184**); and
 - The child or youth's counselor, therapist or mental health professional or other involved service providers.
- 4) All incidents involving assault or sexual assault of a child or youth that occur on the premises of a DCFS/POS facility or in a DCFS-licensed home/facility shall be reported immediately to the Office of the Inspector General (OIG) at **800-722-9124** (see **Procedures 430, Office of the DCFS Inspector General**).
- 5) When the abuse/neglect incident occurred in a DCFS-licensed home/facility, the Permanency Worker shall report the incident to the DCFS or POS Licensing Unit that supervises the license. The Licensing Unit shall determine whether the incident constitutes a Licensing Complaint in accordance with **Procedures 383, Licensing Enforcement**.
- 6) The Significant Event must be reported to the child/youth's guardian ad litem or attorney appointed under Section 2-17 of the Juvenile Court Act. The guardian ad litem/attorney shall receive a copy of the Significant Event Report no later than 3 days after the report is entered in SACWIS.
- c) **Reports of Human Trafficking Involving Children or Youth in Care or Served by the Department**
- 1) All Human Trafficking Significant Events are required to be reported to SCR (phone: **800-252-2873**). **If a report is taken, SCR will enter the Significant Event Report in SAWCIS.** If a report is not taken by SCR, the worker is required to record the Human Trafficking event as a Child/Youth Incident in SACWIS. See **Procedures 331.70(a), Alleged Child Abuse/Neglect and Human Trafficking (When Report Not Taken by SCR)**. Significant Events involving human trafficking include:
- **Suspected Victim of Human Trafficking**

Suspected human trafficking of a child or youth in care or served by the Department includes circumstances where activity has been alleged or presumed by individuals such as caregivers, providers, workers and others who interact with the child/youth. Certain indicators may suggest a child/youth has been or is involved in trafficking activity.

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Criteria outlined in **Procedures 302.Appendix C, Human Trafficking** for identifying child/youth victims of human trafficking are set out below. It is important to note that not every child or youth who exhibits one of these indicators is a victim of human trafficking. Although an indicator may warrant concern, none of these indicators stand alone or exist without context.

- History of running away or current status as a runaway;
 - The child/youth makes references to travel to other cities while on run;
 - The child/youth makes reference to being coerced into performing illegal activities;
 - The child/youth makes reference to having a pimp or “daddy”;
 - The child/youth has current signs of physical abuse and/or sexually transmitted diseases;
 - The child/youth seems submissive or fearful;
 - Inexplicable appearance of expensive gifts, clothing, manicures, pedicures or other costly items;
 - Presence of an older boyfriend/girlfriend;
 - Withdrawal or lack of interest in previous activities;
 - Tattoos or branding (could be pimp/trafficker’s name);
 - Possession of a cell phone;
 - Postings on social networking sites;
 - Child/youth was located in a hotel/motel;
 - The child/youth has been isolated from sources of support and protection;
 - The child/youth makes reference to sexual situations that are beyond age-specific norms;
 - The child/youth engages in sexually provocative behaviors, is promiscuous and/or has unprotected sex with multiple partners; or
 - The child/youth makes references to terminology of the commercial sex industry.
- **Confirmed Victim of Human Trafficking**

Confirmed human trafficking of a child or youth in care or served by the Department includes indicated reports of Allegations #40/90, Human Trafficking of Children, reports from a child or youth describing trafficking activity as well as information reported from law enforcement.

In addition to contacting the SCR, the additional actions in (2) – (6) below are required and shall be documented in contact notes:

- 2) A Significant Event involving human trafficking of a child or youth in care or served by the Department shall be reported immediately to law enforcement authorities.

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- 3) A Significant Event involving human trafficking shall also be reported immediately to:
- Child or youth's family (See **Procedures 331.100(a)(2)**, Permanency Worker's Responsibility to Notify Parents, Siblings and Other Family Members);
 - The DCFS Guardian (phone: **312-814-8600**; after hours: **866-503-0184**); and
 - The child or youth's counselor, therapist or mental health professional or other involved service providers.
- 4) All incidents involving human trafficking that occur on the premises of a DCFS/POS facility or in a DCFS-licensed home/facility shall be reported immediately to the Office of the Inspector General (OIG) at **800-722-9124** (see **Procedures 430, Office of the DCFS Inspector General**).
- 5) When the human trafficking incident occurred in a DCFS-licensed home/facility, the Permanency Worker shall report the incident to the DCFS or POS Licensing Unit that supervises the license. The Licensing Unit shall determine whether the incident constitutes a Licensing Complaint in accordance with **Procedures 383, Licensing Enforcement**.
- 6) The Significant Event must be reported to the child/youth's guardian ad litem or attorney appointed under Section 2-17 of the Juvenile Court Act. The guardian ad litem/attorney shall receive a copy of the Significant Event Report no later than 3 days after the report is entered in SACWIS.

The Permanency or Intact Family Services Worker shall also comply with all reporting requirements in **Procedures 302.Appendix C, Human Trafficking**.

d) Media Involvement/High Profile Reports of Abuse/Neglect

When a report of a child/youth incident involving abuse/neglect is taken by SCR, and SCR is told there is media involvement or the incident is high-profile, SCR will designate the Significant Event Report as Media-High Profile in SACWIS. If a report was not take by SCR, the worker must designate a media-high profile report in SACWIS.

- **Media-High Profile Abuse/Neglect Reports**

This means a Significant Event Report of an abuse/neglect incident has current media involvement or has media inquiry (not part of a DCFS planned or sponsored public service communication), or has been designated as high-profile. Such incidents will usually be related to a current open investigation, a current open case, or a former child/youth in care.

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Section 331.60 Reports of Missing or Abducted Children and Youth in Care

All Missing or Abducted Child and Youth Significant Events are required to be reported to CIRU at **866-503-0184** within one hour of realizing a child/youth is missing or has been abducted. **CIRU will enter the Significant Event Report in SACWIS.** Significant Events involving missing or abducted children and youth in care include:

- **Child or Youth in Care Missing from Placement**

A child or youth in care less than 21 years of age is considered missing when the child/youth is absent from his/her placement without the permission or knowledge of the child/youth's caregiver or guardian, the child/youth may have been abducted, or the child or youth's whereabouts are unknown.

A child or youth considered missing is categorized under one of the following three statuses:

- **Abducted from Placement**

A child or youth in care that has been abducted means a child or youth's whereabouts are unknown, and it is known or believed that the child or youth is being or has been concealed, detained, or removed from the jurisdiction of the court by another person in violation of a valid court order granting custody to another.

- **Whereabouts Unknown**

The whereabouts of a child or youth in care are unknown and the child or youth is not known or believed to be abducted, however, there has been no contact with the child/youth. This includes a child/youth absent from placement without the knowledge or permission of the caregiver or guardian.

- **Whereabouts Unknown, Periodic Contact with Caseworker**

When the whereabouts of a child or youth in care are unknown, the child or youth is not known or believed to be abducted, and there is periodic contact with the child or youth (e.g., the child/youth periodically calls, emails or checks in with his/her caseworker, caregiver or GAL; however, the Department is unable to verify the child or youth's whereabouts).

The assigned DCFS/POS worker shall complete the reporting requirements in **Procedures 329.30** when children or youth are missing from care.

The worker shall also notify the child/youth's guardian ad litem or attorney appointed under Section 2-17 of the Juvenile Court Act. The guardian ad litem/attorney shall receive a copy of the Significant Event Report no later than 3 days after the report is entered in SACWIS.

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Section 331.70 Alleged Child and Youth Incidents and Contributing Circumstances

When it is necessary to record a child/youth incident in SACWIS, various contributing circumstances may be involved. For example, an incident may consist of multiple actions or behaviors (contributing circumstances) that occur within one particular incident. (Example: A child or youth may be in possession of a weapon, threaten harm to self and ultimately inflict an injury to self that requires medical attention.) These circumstances all comprise one incident and may be recorded as such in SACWIS.

All child/youth incidents must be recorded in SACWIS and each event/incident must be recorded immediately after it occurs or immediately after the event/incident becomes known, but no later than within 24 hours, excluding weekends and holidays, of the event/incident or upon learning of the event/incident. **No exceptions** are permitted.

Notify GAL of Significant Event Report. Regardless of who records the Significant Event Report involving a child or youth in care, the assigned DCFS or POS worker is required to notify a child/youth's guardian ad litem or attorney (appointed under Section 2-17 of the Juvenile Court Act) when a Significant Event Report involves that child/youth. The guardian ad litem/attorney shall receive a copy of the Significant Event Report no later than 3 days after the report is entered in SACWIS.

The following Child/Youth Incidents are included in SACWIS:

- Alleged Child Abuse/Neglect and Human Trafficking (When Report Not Taken by SCR);
- Encounters with Law Enforcement;
- Behavior Related Incidents;
- Peer to Peer Youth Violence (Non Fatal);
- Sexualized Behavior Incidents;
- Medical/Psychiatric Incidents;
- Injury Related Incidents;
- Identification of a Pregnant or Parenting Child or Youth in Care;
- Child and Youth Circumstances Involving Caregivers; and
- Media Involvement/High Profile Child and Youth Events

Contributing circumstances associated with the above listed Child/Youth Incidents follow in subsections (a) through (i).

Additional reporting requirements for specific circumstances are noted in each section describing the circumstance.

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a) **Alleged Child Abuse/Neglect and Human Trafficking (When Report Not Taken by SCR)**

All allegations of abuse and neglect shall be reported to SCR. When SCR does not take a report *because it is determined by SCR that there is not an eligible perpetrator or there is no known adult in a caregiver role*, the worker must create a child/youth incident to capture the incident. (Examples: abuse of a child/youth by a partner; abuse/assault by an unknown assailant.)

In other words, these incidents are NOT accepted as reports by SCR, and are not investigated by DCFS Child Protection Staff. This circumstance is intended to document forms of alleged abuse/neglect at the hands of an individual who is not in a caregiver role.

In addition to recording the child/youth incident in SACWIS, the Permanency Worker or Intact Family Services Worker must also conduct the necessary risk and safety assessments to ensure the child's safety. The Permanency or Intact Family Supervisor shall ensure these assessments are completed and documented in a case note.

Note: When the alleged perpetrator is a licensed foster parent or facility employee and SCR does not take a report, the Permanency Worker must immediately contact the DCFS or POS Licensing Unit that supervises the license to make a licensing complaint in as required by **Procedures 383, Licensing Enforcement**.

- **Alleged Victim of Sexual Abuse**
(Also required for children and youth served by the Department)

A child or youth in care or served by the Department is alleged to have been sexually abused by an individual that does not meet the criteria of a caregiver or person responsible for the child's welfare as defined in **Rule and Procedures 300** and where a report of Abuse/Neglect has not been accepted by SCR.

- **Alleged Victim of Physical Abuse/Assault**
(Also required for children and youth served by the Department)

A child or youth in care or served by the Department is alleged to have been physically abused. For the purpose of Significant Event reporting through Child/Youth Incidents this includes but is not limited to partner abuse, victimization of gang-related assault or violence and any other kind of physical violence where a child or youth in care or served by the Department has been victimized.

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- **Alleged Victim of Sexual Assault**

(Also required for children and youth served by the Department)

A child or youth in care or served by the Department, is alleged to have been sexually assaulted. For the purpose of Significant Event reporting through Child/Youth Incidents this includes but is not limited to circumstances involving rape, date rape, attempted rape and other actions of sexual violence or threat of sexual violence, including criminal sexual assault as defined in Section 11-1.20 of the Criminal Code of 2012 (Criminal Sexual Assault) [720 ILCS 5/11-1.20].

- **Alleged Victim of Neglect**

(Also required for children and youth served by the Department)

A child or youth in care or served by the Department is allegedly not receiving proper or necessary nourishment, medical care or care and the alleged perpetrator does not meet the criteria of a caregiver or person responsible for the child's welfare as defined in **Rule and Procedures 300** and where a report of Abuse/Neglect has not been accepted by the SCR.

- **Alleged Victim of Emotional Abuse**

(Also required for children and youth served by the Department)

A child or youth in care or served by the Department is alleged to have been a victim of emotional abuse. This includes incidents where an individual that does not meet the criteria of a caregiver or person responsible for the child's welfare, as defined in **Rule and Procedures 300**, allegedly attempts to control the behavior of a child or youth through the use of fear, humiliation, and/or verbal assaults. This may also include rejection of the child/youth by the individual, terrorizing the child/youth through the use of threats, ignoring the child/youth, or isolation of the child/youth to the extent that it deprives the child/youth of opportunities to develop normal social relationships.

Incidents of non-caregiver emotional abuse may include circumstances where a child/youth reports being bullied or threatened by peers or other individuals and such experience causes the child/youth to be fearful. This may include gang related peer pressure.

- **Confirmed or Suspected Victim of Human Trafficking**

If a report is not taken by SCR, the worker is required to record the Human Trafficking event as a Child/Youth Incident in SACWIS.

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b) Encounters with Law Enforcement

- **Child or Youth Arrested***

(Also required for children and youth served by the Department)

Any situation where it becomes known to the reporter that a child or youth in care or served by the Department has recently been arrested as defined in the Illinois Criminal Code of 2012 [720 ILCS 5].

- **Child or Youth Charged with a Crime***

(Also required for children and youth served by the Department)

Any situation where it becomes known to the reporter that a child or youth in care or served by the Department has recently been charged with committing a crime as defined in the Illinois Criminal Code of 2012 [720 ILCS 5].

- **Child or Youth Convicted of a Crime***

(Also required for children and youth served by the Department)

Any situation where it becomes known to the reporter that a child or youth in care or served by the Department has recently been convicted of committing a criminal act as defined in the Illinois Criminal Code of 2012 [720 ILCS 5].

* When a child or youth in care or served by the Department has been arrested, charged with or convicted of a crime, the following information is required to document the incident in SACWIS:

Arrest/Charge/Conviction Offenses:

- Arson
- Bodily Harm to another
- Burglary
- Curfew
- Deadly Weapon-firearm
- Deadly Weapon-other
- Disorderly Conduct
- Falsification of Information
- Fraud
- Harassment
- Harm to Animal
- Homicide
- Human Trafficking Perpetrator
- Identification card violation
- Kidnapping
- Larceny/Theft
- Motor vehicle violation
- Other offense not listed here (describe)

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- Possession of Controlled Substance
- Property damage
- Robbery
- Sex offense
- Stalking
- Traffic violation
- Trespassing
- Under the influence
- Violation of order of protection

Workers are required to record each incident (i.e., arrest, charge or conviction) as the information becomes known to the worker in accordance with the reporting timelines in these procedures. Timely documentation of encounters with law enforcement helps ensure that children and youth are given access to adequate legal representation.

When a child/youth in care is detained, arrested or charged with a crime, the DCFS/POS worker or residential facility staff recording the Significant Event in SACWIS shall immediately notify the Office of the DCFS Guardian at **312-814-8600** (after hours: **866-503-0184**).

When a Significant Event Report involves a violation of the Criminal Code, the DCFS/POS worker or residential facility staff recording the Significant Event in SACWIS shall also immediately notify the DCFS Office of Inspector General (phone: **800-722-9124**).

- **Child or Youth Encounter with Law Enforcement - No Arrest**

This incident captures any situation where it becomes known to the reporter that a child or youth in care has recently had an encounter with law enforcement that did not result in an arrest, charge or conviction. Such incidents include, but are not limited to, traffic violations or other citations, verbal warnings from law enforcement and circumstances where law enforcement escorts a child or youth off premises or to their designated placement location.

Whenever it is necessary to seek local law enforcement intervention regarding a youth in care, the DCFS/POS worker or residential facility staff recording the Significant Event in SACWIS shall immediately notify the Office of the DCFS Guardian at **312-814-8600** (after hours: **866-503-0184**).

When a DCFS/POS worker or residential staff must decide whether to call local law enforcement, the worker shall always call authorities in the following circumstances:

- There is immediate danger of serious bodily injury or death of an individual (“Serious” means grave in quality, character, or manner);

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- Evidence or allegations of sexual misconduct of a youth in care or staff member;
- Motor vehicle theft; or
- Discovery of:
 - a firearm or firearm ammunition that is illegally in the youth's possession (See Administrative Procedure #18, Possession of Firearms and Firearm Ammunition by DCFS Youth in Care); or
 - explosives. The worker shall also instruct persons near the explosives to evacuate immediately and not handle the material.

Local law enforcement authorities may be called in the following situations, with advance supervisory approval:

- To request immediate help in a dangerous situation to maintain safety for all residents;
- Physical aggression toward others that is not provoked and results in an injury to the victim;
- A documented individualized pattern of aggression that is not responsive to conventional behavior management techniques;
- Use of an offensive or defensive combat instrument other than firearms in the context of an aggressive act that results in an injury requiring medical attention;
- If a program confiscates contraband substances from a youth in care; or
- Fire-setting.

Supervisory approval is required for all discretionary or non-immediate police interventions. It is important to remember that many situations do not require an immediate call to the police. The supervisor shall determine whether police intervention is warranted within 24 hours of being notified of the incident.

Supervisors should consider the following in the decision-making process:

- the youth's history;
- the youth's intent;
- the youth's individual treatment plan;
- the youth's caseworker's perspective;
- the probation officer/parole officer's perspective;
- the seriousness of the incident;
- the victim's desire regarding law enforcement intervention; and
- the existence of peer juries and other alternative programs.

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Supervisors must ensure law enforcement intervention is never used:

- as a form of discipline;
- when the act of aggression is displayed in the context of a physical intervention, e.g. restraint or seclusion;
- as an alternative to seclusion or physical intervention; or
- for a non-emergency situation to control the environment.

c) Peer to Peer Youth Violence (Non Fatal)

(Also required for children and youth served by the Department)

A child or youth in care or served by the Department has been the victim of peer to peer violence resulting in injury. Such incidents include but are not limited to physical fights, threats with weapons, and gang-related violence. A young person can be involved with youth violence as a victim, offender, or witness. Different forms of youth violence can also vary in the harm that results and can include physical harm, such as injuries or death.

Note: Youth violence resulting in death must be reported to the State Central Register. Child and youth incidents involving peer to peer violence include all non-fatal circumstances.

While violence among peers may include perpetration of violence as well as witnessing violence, for the purpose of reporting peer related violence in accordance with these procedures staff are required to document incidents of victimization experienced by youth in care or youth served by the Department.

Violence witnessed by children and youth is also traumatic and shall be recorded in the CANS (Child Adolescent Needs and Strengths) tool as outlined in **Procedures 315.95(c), Child and Adolescent Needs and Strengths Assessment (CANS)**.

When it becomes known that a child or youth in care or served by the Department has perpetrated violence and has been arrested, charged or convicted of a violent crime staff are required to document the incident(s) as outlined in these procedures in **Procedures 331.70(b), Encounters with Law Enforcement**.

Peer to Peer Youth Violence (Non-Fatal) includes:

- Youth Victimized-Firearm
- Youth Victimized-Physical/ Bodily Harm
- Youth Victimized-Other Violent Act
- Youth Victimized-Other Weapon
- Youth Victimized-Stabbing

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d) Behavior Related Incidents

- **Displays Physically Aggressive Behavior**

A child or youth in care exhibits poor impulse/anger control or displays inappropriate actions of aggression toward others. The behavior of the child or youth presents a risk to himself/herself or others.

Note: Administrative Procedures #13, Foster Child Damage Reimbursement Program provides information about reimbursement that may be available to claimants who may be harmed by or suffer damages as a result of the verifiable actions of a child or youth in care.

- **Personal Injury, Property Damage or Bodily Injury Over \$50.00 Caused by the Actions of a Child or Youth**

An incident has occurred where actions of a child or youth in care resulted in personal injury, property damage or bodily injury of another and there is potential liability claim against the Department for damages of \$50.00 or more. For bodily injury, this includes any injury that requires medical attention at an emergency, urgent care or medical facility which would ultimately amount to a cost greater than \$50.00.

- **Child or Youth in Possession of Weapon and/or Ammunition**
(Also required for children and youth served by the Department)

A child or youth in care or served by the Department has in his or her possession, an instrument that is capable of producing death or serious bodily injury when used for its intrinsic purpose or which has the potential to cause serious bodily injury or endanger a life because of the way it is used, the way it is attempted to be used or the force with which it is used. The term weapon includes but is not limited to firearms, knives, clubs and explosive devices. This also includes incidents where a youth is found to have ammunition in his or her possession.

- **Violation of a Court Order** (juvenile, civil, criminal - requires court order/finding) *(Also required for children and youth served by the Department)*

Incidents in which a court finds that a child or youth in care or served by the Department or a parent or caregiver has violated a previously issued court order and the violation impacts or endangers the safety, permanency or well-being of the child or youth.

This incident report documents that a court has made a finding or entered an order that a previously issued court order has been violated by the child/youth, parent or caregiver's non-compliant behavior. The incident report is not intended to document a child/youth's behaviors/actions that are contrary to a court order but have not been brought to a court's attention.

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When a court finds that a parent or caregiver has violated a previously issued court order, that finding is recorded within the child or youth incident function in SACWIS as the violation of the court order may ultimately impact safety, permanency and well-being of the child or youth.

- **Suspected Alcohol or Substance Abuse by a Child or Youth**
(Also required for children and youth served by the Department)

Suspected alcohol or substance abuse means that a caregiver or others have reason to believe that a child or youth in care or served by the Department has illegally consumed alcohol; used or is using cannabis or a controlled substance (as defined by the Illinois Controlled Substance Act [720 ILCS 570]) without a physician's prescription, or is using or has used inhalants or other substances intended to have an intoxicating or hallucinogenic effect or which could result in clinical dependency.

- **Child or Youth Suspended from School**
(Also required for children and youth served by the Department)

A child or youth in care or served by the Department has been temporarily barred from attending educational classes and access to school facilities or school bus. "Suspension" is usually for up to 10 school days, but may be longer for safety reasons as determined by school authorities.

Whenever a child or youth in care is suspended from school, the responsible DCFS/POS staff, designated person in a POS child care facility or substitute caregiver shall notify the Office of the DCFS Guardian within one hour at **312-814-8600** (after hours: **866-503-0184**).

- **Child or Youth Expelled from School**
(Also required for children and youth served by the Department)

A child or youth in care or served by the Department has been barred from educational classes and the use of school facilities for up to two calendar years.

Whenever a child or youth in care is expelled from school, the responsible DCFS/POS staff, designated person in a POS child care facility or substitute caregiver shall notify the Office of the DCFS Guardian within one hour at **312-814-8600** (after hours: **866-503-0184**).

- **Threatening or Attempting Elopement**

A child or youth in care has attempted or threatened to run from his/her home or placement location. It is believed that the child or youth intends to carry out a plan to leave without permission or without making his/her whereabouts known to parents, caregivers, workers, facility staff, etc. Efforts to prevent an elopement may include talking or reasoning with the child/youth in attempt to convince him/her to stay on the premises.

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Whenever a child or youth threatens elopement workers should attempt to establish a plan with the child or youth to ensure he/she is willing to text, email, phone, or otherwise check in or make contact with the worker should he/she carry out a plan to elope. When appropriate, it may be necessary to ensure that a child or youth who plans to elope has access to critical medications or knows how to gain access to their medications.

When a child or youth makes frequent threats, or attempts to elope within a 24-hour period, it is appropriate to report the multiple threats/attempts in one Child/Youth Incident narrative.

- **Parent/Case Member Threat Against Employee or Facility**
(Also required for children and youth served by the Department)

A parent or other case member has threatened violence against or harm toward a DCFS or POS employee or a DCFS/POS office/facility, other social service facilities, court buildings or other community locations.

Workers must immediately report such an incident to a supervisor and notify law enforcement in addition to recording an incident in SACWIS.

- **Violation/Misuse of Social Media**

On a daily basis, information is shared electronically through social networking sites on the Internet, among users of desktop computers/tablets/laptops, and over cell phones via mobile web browsing and text messaging. **Administrative Procedures #28, Social Media/Mobile Technology for Children/Youth in Care** contains information regarding social media use, and provides guidance and instruction to foster parents/relative caregivers, DCFS/POS staff and children and youth in care regarding authorized use of social media.

When children or youth misuse social media in the manner listed below, their personal safety and identity may be at risk and the misuse must be recorded as a Child/Youth Incident. The children/youth's Permanency Worker must discuss the incident with the child/youth and his/her caregiver (including facility staff, when appropriate) emphasizing the need for safety and protection from predatory individuals who may gain access to a child or youth through technology.

The following actions constitute a violation/misuse of social media and must be documented in a Child/Youth Incident in SACWIS:

- Cyberbullying;
- Identity theft;
- Sexting;
- Sex trafficking of self or other children or youth on social media sites or electronic advertising sites such as backpage.com; or
- Sharing unique identifiers, including personal or caregiver identifying information.

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e) Sexualized Behavior Incidents

- **Sexualized Behavior**

(Also required for children and youth served by the Department)

A child or youth in care or served by the Department exhibits sexualized behavior, which includes but is not limited to actions or behaviors addressing mutual exploration, non-forced behavior but non-sanctioned behavior. Sexualized behavior also includes non-mutual exploration. Sexualized behavior does not imply force, use of power, coercion, violence or threats of violence.

- **Sexually Problematic Behavior**

(Also required for children and youth served by the Department)

A child or youth in care or served by the Department exhibits sexually problematic behavior/misconduct that is not usual and expected, and that typically does not, but may, involve sexual contact with others. These behaviors include public masturbation, voyeurism, exhibitionism, etc. Such behaviors violate societal norms for what is generally acceptable behavior and reflects an interruption of normal sexual development. Sexually problematic behavior may involve power, coercion, force and intrusion, violence or threats of violence, harassment, exposure, sexual and simulated sexual gestures. Sexually problematic behaviors also include using social media and/or gaming systems excessively (and not age appropriately) to access and view pornography, sexting, and/or taking other highly risky sexualized actions online. These actions may be for self-gratification or to show others. These activities may or may not cause visible physical injury or emotional harm to others. Sexual aggression involves sexual activities such as, but not limited to fondling, frottage (bumping, touching, or rubbing against others for sexual satisfaction), and penetration.

f) Medical/Psychiatric Incidents

- **Child or Youth Refuses Medication**

A child or youth in care refuses to take his/her prescribed medication and failure to do so may jeopardize the health or well-being of the child/youth. Medication refusals must be documented as Child/Youth Incidents in SACWIS. The name of the medication and dosage must be recorded in the Child/Youth Incident narrative.

If multiple doses are refused within a 24-hour period, one Child/Youth Incident is required to document all incidents of refusal within the same 24-hour period. The name of the medication, dosage, and number of refusals within 24 hours must be recorded in the Child/Youth Incident narrative.

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- **Medication Dispensing Error**

Medication dispensing errors include incidents where a child or youth in care has received an incorrect dosage of a prescription or non-prescription (over-the-counter) medication and there is risk to the child or youth's ongoing health or well-being. Dispensing errors specifically address all incidents where medication dispensed has been:

- Overdosed;
- Under dosed;
- Wrong medication given; or
- Missed dose.

Medication dispensing errors may have significant, negative impact on a child or youth and medical consultation or treatment may be necessary. The incident narrative must include the nature of the dispensing error (over, under or wrong medication, or missed dosage), the name of the medication and dosage given.

- **Medication - Adverse Reaction**

A child or youth may experience an adverse reaction to a prescribed medication or over-the-counter drug. When a child or youth in care has such an experience the occurrence requires documentation via a Child/Youth Incident. The incident narrative must include the name of the medication, whether the medication was prescribed or over-the-counter and dosage given.

- **Allergic/Adverse Reactions** (includes food and environmental allergies)

A child or youth may experience food and environmental allergies such as bee/wasp stings, spider bites, and reactions to pesticides, cleaners, air fresheners, candles, etc. When a child or youth in care has such an experience the occurrence requires documentation via a Child/Youth Incident.

- **Incidents of Suicidal Threats or Attempts**

(Also required for children and youth served by the Department)

A child or youth in care or served by the Department intentionally, but unsuccessfully, attempted to take his/her own life or expresses or conveys to a caregiver or others a mental image of committing suicide. Such incidents are serious and must be documented in a Child/Youth Incident.

- **Psychotropic Medication - Emergency Administration**

In accordance with **Policy Guide 2012.04, Administration of Psychotropic Medication to Children for Whom DCFS is Legally Responsible**; emergency or one-time non-emergency medications may only be administered on a one-time basis.

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Note: Each administration of an emergency or one-time non-emergency medication also requires a **CFS 431-A** and **CFS 431-A Cover**, notifying the DCFS Guardian of the use of the emergency or one-time non-emergency medication, be submitted by the physician or registered nurse examining the child/youth. See **DCFS Rule 325, Administration of Psychotropic Medications to Children for Whom the Department is Legally Responsible.**

Standing (PRN) medication orders for administration of psychotropic medications to children or youth in care are prohibited.

- **Psychiatric Emergency**

(Also required for children and youth served by the Department)

An incident or episode has occurred where a child or youth in care or served by the Department has received emergency psychiatric treatment or assessment for mental health reasons or other psychological crises, including those who exhibit suicidal or self-harming behavior.

- **Hospitalization-Psychiatric Admission**

(Also required for children and youth served by the Department)

An incident or episode has occurred where a child or youth in care or served by the Department has been admitted to a hospital or psychiatric facility for examination, observation or treatment for mental health reasons.

- **Hospitalization-General Admission**

An incident or episode has occurred where a child or youth in care has been admitted to a hospital for examination, observation or treatment for issues other than mental health reasons.

- **Other Hospitalization**

This incident shall only be selected when no other suitable category exists to document the type of hospitalization or treatment.

Note: This circumstance shall not be used to document hospitalization associated with labor and delivery for pregnant children or youth. Labor and delivery shall be recorded as a circumstance associated with identification of a pregnant or parenting child or youth in care as outlined in **subsection (h)**, below).

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- **Emergency Treatment**

(Also required for children and youth served by the Department)

An incident or episode has occurred where a child or youth in care or served by the Department requires emergency medical treatment in a hospital based emergency room facility or due to an urgent medical issue, serious accident or other emergent medical condition that requires immediate treatment.

Emergency treatment for urgent medical issues may also include treatment in an urgent care medical facility when the episode or illness being treated involves the child/youth suffering an injury or urgent medical issue for which a reasonable lay person would not be able to immediately rule out possible abuse or neglect without further exploration.

For purposes of Significant Event Reporting, emergency medical treatment would not include circumstances in which a child/youth is treated in an emergency or urgent care facility for general acute care treatment such as cough, fever, influenza or other acute illness.

- **Surgical Treatment**

A child or youth in care undergoes planned or emergency surgery. Surgical procedures may occur on an outpatient basis in a hospital or surgical center or may require a hospitalization. This category includes all instances of surgical treatment of a child or youth in care.

g) Injury Related Incidents

- **Accidental Injury/Wound Requiring Medical Attention** (does not include injury related to restraints) requires attention of medical professional, including program nurse, or other medical staff onsite or in a medical facility. Not intended to capture circumstances where staff, worker, foster parent or other non-medical professional attends to an injury that is not considered severe to the extent attention by a medical professional is required.

A child or youth has unexpectedly received an injury in which the skin or other external surface is torn, pierced, or cut through unintentional means. An “injury” can encompass conditions such as burns, broken bones, severe sprains, etc. For either of these conditions to be reportable, the injury must have required attention by a medical professional.

Note: Restraint related injuries must be documented under the Restrictive Behavior Management section in Child/Youth Incidents as part of restrictive behavior management (restraint) documentation.

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- **Self-Inflicted Injury/Wound Requiring Medical Attention** (includes cutting/self-mutilation) requires attention of medical professional, including program nurse, or other medical staff onsite or in a medical facility. Not intended to capture circumstances where staff, worker, foster parent or other non-medical professional attends to an injury that is not considered severe to the extent attention by a medical professional is required.

An injury or wound was deliberately inflicted by the child or youth upon himself/herself and the condition requires attention by a medical professional.

Incidents of self-harm that do not require attention by a medical professional are not documented as Child/Youth Incidents, but must be documented in contact notes in the child/youth's record. When the child/youth is in a congregate care setting, facility staff must share this information with the assigned Permanency Worker and any clinical or therapeutic providers working with or treating the child/youth.

- **Child or Youth Involved in an Accident** (vehicular, sports related, falls, other)
(Also required for children and youth served by the Department)

A child or youth in care or served by the Department was involved in an accident or suffered an injury or injuries as a result of an accident. "Accidents" include, but are not limited to, vehicular accidents, sports accidents, and falls within a home or facility or accidents that occurred during a field trip, school event or other outing or event.

h) Identification of a Pregnant or Parenting Child or Youth in Care

This includes:

- Pregnant Youth;
- Parenting Youth Mother;
- Parenting Youth Father;
- Youth Paramour Pregnancy (a child/youth in care believes he may have impregnated a paramour, or believes he is the father of a child not yet born);
- Delivery;
- Miscarriage;
- Pregnancy Unfounded (confirmed negative or paternity negative); or
- Stillbirth

When a medical exam confirms that a child/youth in care is pregnant, the Permanency Worker shall immediately contact the Teen Parent Service Network (TPSN) at **773-239-9808**. (Addition requirements associated with identifying pregnant or parenting youth are outlined in **Procedures 302.Appendix J, Pregnant and/or Parenting Program**.)

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i) Child and Youth Circumstances Involving Caregivers

- Caregiver of a Child or Youth in Care-Media Related
- Fire/Natural Disaster Damaged or Affected Unlicensed Caregiver Home
- Hazardous Physical Conditions Discovered at an Unlicensed Caregiver Home
- Unlicensed Caregiver Arrested, Charged With, Convicted of a Crime
- Unlicensed Caregiver of a Child or Youth in Care-Media Related

- **Caregiver of a Child or Youth in Care-Media Related**

This circumstance is selected to document and notify parties that a caregiver is currently or has been involved in a media event, or has reported intentions or plans to engage in a media related event. This category is to be selected when there are no associated Child/Youth Incident circumstances, yet a caregiver is or will be engaged in a media contact. This circumstance is selected to notify the DCFS Office of Communications of the situation and potential need for follow up by Office of Communications staff. When this circumstance is selected, the “media/high profile/critical event” indicator is automatically defaulted to “checked” in SACWIS.

- **Fire/Natural Disaster Damaged or Affected Unlicensed Caregiver Home**

“Natural Disaster” means those situations caused by nature that are a significant threat of harm to the safety of employees or clients in either a Department or POS provider facility/home. “Natural disaster” includes tornados, floods, earthquakes, and severe winter storms. “Utility emergencies” such as gas leaks are included in this category. To be reported as a Significant Event, customary operations, routines or relationships at the home must be disrupted.

- **Hazardous Physical Condition Discovered at Unlicensed Caregiver Home**

This circumstance is selected when a dangerous condition exists in an unlicensed caregiver home and presents a threat to the physical well-being of children, staff, or other persons in the home. This category usually pertains to the condition of the physical plant, grounds, or to materials, implements or weapons stored in or around the facility.

- **Unlicensed Caregiver Arrested, Charged with or Convicted of a Crime**

An unlicensed caregiver is currently suspected of committing a crime, or has been arrested or convicted of a criminal act as defined in the Illinois Criminal Code of 2012.

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- **Unlicensed Caregiver of a Child or Youth in Care-Media Related**

This circumstance is selected to document and notify parties that an unlicensed caregiver is currently or has been involved in a media event, or has reported intentions or plans to engage in a media related event. This category is to be selected when there are no associated Child/Youth Incident circumstances, yet a caregiver is or will be engaged in a media contact. This circumstance is selected to notify the DCFS Office of Communications of the situation and potential need for follow up by Office of Communications staff. When this circumstance is selected, the “media/high profile/critical event” indicator is automatically defaulted to “checked” in SACWIS.

j) Media Involvement/High Profile Child and Youth Events

- **Media-High Profile Events**

This means any child/youth incident that currently has media involvement, or there has been a media inquiry that is not part of a Department planned or sponsored public service communication, education/training or similar public service effort. Such incidents include, but are not limited to those that involve a child or youth for whom the Department is legally responsible, persons served by the Department, child care facilities licensed by the Department, staff of the Department or a Purchase of Service provider, or litigation affecting a Purchase of Service provider. Media or high-profile Child/Youth Specific Critical Events are generally:

Media related incidents that involve licensed or unlicensed caregivers as outlined in section (i) above automatically default the “media/high profile/critical event” indicator to “checked” in SACWIS.

A Critical Event notification will be generated and visible via the Critical Event Log when a Significant Event including a CA/N report and Child/Youth Incident has been reported to include media involvement or has been designated as high profile. (See **Procedures 331.120(b), Child and Youth Significant Events that Generate a Critical Event Notification.**)

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Section 331.80 Reporting Child and Youth Significant Events for Children and Youth in Intact Family Service Cases

Significant Event Reporting for children and youth served by the Department through Intact Family Services is required for events and incidents that raise the level of concern regarding risk or safety issues that may pose a threat to the child/youth in the home of parent and could potentially lead to a disruption of the intact family.

Intact Family Specialists must also comply with requirements in **Procedures 300.Appendix G** for CERAP Safety Assessment milestones and other required assessments needed to document changes in the level of safety and risk in the home.

For Intact Family Service cases, the following Child and Youth Significant Events must be reported to SCR:

- All CA/N Reports involving Death, Abuse/Neglect and Human Trafficking Involving Children and Youth Served. Allegations include:
 - Death, DCFS Child or Youth in Care/Served through Intact Family Services;
 - Alleged Sexual Abuse of a Child or Youth;
 - Alleged Physical Abuse of a Child or Youth;
 - Alleged Sexual Assault of a Child or Youth;
 - Alleged Neglect of a Child or Youth;
 - Alleged Emotional/Verbal Abuse of a Child or Youth; and
 - Alleged Human Trafficking of a Child or Youth.

All Significant Events involving death of any child or youth in Illinois must be reported to SCR (phone: **800-252-2873**). **SCR will enter the Significant Event Report in SAWCIS.**

All Abuse/Neglect and Human Trafficking Significant Events are required to be reported to SCR (phone: **800-252-2873**). **If a report is taken, SCR will enter the Significant Event Report in SAWCIS.**

- **Alleged Child Abuse/Neglect and Human Trafficking (When Report Not Taken by SCR.** These incidents are NOT accepted as reports by SCR, and are not investigated by DCFS Child Protection Staff because the alleged perpetrator is not determined to be an eligible caregiver.
 - Alleged Sexual Abuse;
 - Alleged Physical Abuse/Assault;
 - Alleged Sexual Assault of a;
 - Alleged Neglect of a Child or Youth;
 - Alleged Emotional/Verbal Abuse of a Child or Youth;
 - Suspected Human Trafficking; and
 - Confirmed Human Trafficking.

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- The following additional Child/Youth Incidents must be recorded in SACWIS:
 - Child or Youth in Possession of Weapon or Ammunition;
 - Child or Youth Arrested, Charged With or Convicted of a Crime;
 - Suspected Alcohol or Substance Abuse by a Child or Youth;
 - Child or Youth Suspended from School;
 - Child or Youth Expelled from School;
 - Parent/Case Member Threat Against Employee or Facility;
 - Violation of a Court Order (juvenile, civil, criminal - requires court order/finding);
 - Hospitalization-Psychiatric Admission;
 - Emergency Treatment;
 - Psychiatric Emergency;
 - Child or Youth Involved in an Accident;
 - Sexualized Behavior;
 - Sexually Problematic Behavior; and
 - Incidents of Suicidal Threats or Attempts.

Section 331.90 Repealed

Section 331.100 Persons Required to Report Child and Youth Significant Events

a) DCFS and POS Employees

All employees of the Department and contracted POS agencies that provide direct child welfare services are required to comply with Procedures 331.

Additionally, DCFS/POS Permanency and Intact Family Service Workers have the following responsibilities:

1) Permanency/Intact Family Service Worker's Responsibility When Informed of a Significant Event by a Caregiver, Professional or Provider Without Access to SAWCIS

The Permanency/Intact Family Service Worker shall gather all information necessary to make the Significant Event Report and ensure the health, safety and well-being of the involved child or youth. When the health, safety and well-being of other children/youth may be affected, the Permanency Worker shall ensure that appropriate interventions on behalf of those children/youth are also being taken.

The Permanency/Intact Family Service Worker must immediately confer with the Permanency Supervisor upon being informed of the event and enter the information to make the required Significant Event Report within 24 hours, excluding weekends and holidays, of verbal notification when information is received from caregivers, providers or child care facilities.

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2) Permanency Worker's Responsibility to Notify Parents, Siblings and Other Family Members

Immediately upon receipt of a report indicating that a child or youth in care has been the subject of abuse or neglect, is deceased, is the subject of an abduction or kidnapping, or has been on an unauthorized absence of more than 24 hours, the assigned DCFS or POS worker shall notify the parents, guardian or legal custodian. If the parents, guardian or legal custodian is unavailable, the Department shall notify the next of kin or other family member of the unusual incident.

All known siblings of the deceased child must be notified within 24 hours of a Significant Event involving death.

If a family member to be notified cannot be located after a diligent effort, the DCFS/POS worker shall document this in a contact note. Supervisors are required to review diligent efforts to notify family members with the worker as part of the Significant Event disposition.

b) Congregate Care Staff (Group Home, Shelter, Child Care Institution/Residential Treatment Facility Staff)

All employees of POS agencies providing direct case management, ILO/TLP, residential/group home or emergency shelter services are required to comply with these Procedures.

Permanency Workers shall discuss the requirements of these Procedures with each caregiver when placing a child or youth in care with that caregiver.

Licensing Representatives shall discuss the requirements of these Procedures with caregivers at annual licensing compliance visits.

c) Contracted Professionals and Service Providers

Individuals and employees of entities with whom the Department contracts for services (counselors, therapists, case aides, transportation and visitation specialists, etc., whether contracted by DCFS or a POS agency) are required to comply with these Procedures.

d) Foster Parents and Relative Caregivers

Foster parents and relative caregivers are required to comply with these Procedures.

Permanency Workers shall discuss the requirements of these Procedures with each caregiver when placing a child or youth in care with that caregiver.

Licensing Representatives shall discuss the requirements of these Procedures with caregivers at annual licensing compliance visits.

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e) Out-of-State Caregivers

Out-of-state caregivers are required to comply with these Procedures.

Permanency Workers shall discuss the requirements of these Procedures with each caregiver when placing a child or youth in care with that caregiver.

f) Information Received from External Source

When a DCFS or POS employee receives information from an external source about a Child/Youth Significant Event or Incident, it is that employee's responsibility to document the event or incident in accordance with these Procedures.

Section 331.110 How to Report Child and Youth Significant Events

a) DCFS and POS Employees

1) Normal Business Hours

All death reports, human trafficking and abuse/neglect reports involving a child or youth in care or served by the Department listed in **Procedures 331.50** must be reported to SCR immediately in accordance with **Procedures 300**.

All reports of missing or abducted children and youth in care listed in **Procedures 331.60** must be reported to CIRU within one hour of learning a child or youth is missing or has been abducted in accordance with **Procedures 329**.

All Child/Youth Incidents listed in **Procedures 331.70** must be recorded in SACWIS and each incident must be recorded immediately after it occurs or immediately after the incident becomes known, but no later than 24 hours, excluding weekends and holidays, of the incident or upon learning of the incident. **No exceptions** are permitted.

2) After hours, Weekends and Holidays

When Child/Youth Incidents occur outside of normal business hours, the "immediate" reporting requirement will occur at the beginning of the next business day.

However, all events that are required to be reported immediately to SCR or CIRU shall be reported to SCR or CIRU immediately upon learning of the event regardless of the time of day or night.

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b) Congregate Care Staff (Group Home, Shelter, Child Care Institution/Residential Treatment Facility Staff)

All death reports, human trafficking and abuse/neglect reports involving a child or youth in care or served by the Department listed in **Procedures 331.50** must be reported to SCR immediately in accordance with **Procedures 300**.

All reports of missing or abducted children and youth in care listed in **Procedures 331.60** must be reported to CIRU within one hour of learning a child or youth is missing or has been abducted in accordance with **Procedures 329**.

All Child/Youth Incidents listed in **Procedures 331.70** must be recorded in SACWIS and each incident must be recorded immediately after it occurs or immediately after the incident becomes known, but no later than 24 hours, excluding weekends and holidays, of the incident or upon learning of the incident. **No exceptions** are permitted.

In-state DCFS-licensed residential facilities have SACWIS access and are responsible for completing a Significant Event Report immediately after it occurs or immediately after the incident becomes known, but no later than 24 hours, excluding weekends and holidays, of the incident or upon learning of the incident. **No exceptions** are permitted. Facilities must ensure that all staff required to record Child/Youth Incidents have proper SACWIS roles and access in SACWIS to cases the facility is contracted to serve.

All events that are required to be reported immediately to SCR or CIRU shall be reported to SCR or CIRU immediately upon learning of the event regardless of the time of day or night.

When a child or youth is abruptly moved from a facility before facility staff have entered the required Child/Youth Incident in SACWIS, the facility shall contact the child/youth's Permanency Worker to ensure the Child/Youth Incident is recorded in SACWIS in accordance with these Procedures. **This is an exception to the general rule**, and shall be employed **ONLY** when a move is unplanned or has occurred abruptly and facility staff no longer have access in SACWIS to the child/youth's case.

c) Substitute Caregivers, Contracted Professionals, Service Providers and Others Without SACWIS Access

Caregivers, contracted professionals, service providers and others without access to SACWIS (e.g., foster parents, relative caregivers, out of state caregivers, licensed day care and other child care facility operators/staff, providers, approved child transporters) but required to report Significant Events must call the child's DCFS/POS worker (e.g., Permanency Worker, Intact Family Services Worker, etc.) to report a Child or Youth Significant Event immediately upon learning of the event. If uncertain whether an incident must be reported, the caregiver/professional/provider shall immediately call and discuss the incident with the child's worker.

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The caregiver/professional/provider is also required to immediately contact CIRU to report a missing child or youth.

If the child's worker is unavailable, the caregiver/professional/provider shall ask to speak with the worker's supervisor. If the supervisor is also unavailable, the caregiver/professional/provider shall leave a detailed message with another staff person on the unit. The caregiver/professional/provider should document the date and time the call was made and the name of the person with whom the message was left.

The worker or supervisor will enter the Significant Event Report in SACWIS.

d) Confidentiality

All Significant Event Reports, including those in the Department's Significant Event Reporting System, are subject to the confidentiality provisions of **Rule and Procedures 431, Confidentiality of Personal Information of Persons Served by the Department**. Any request to receive, review, or copy a Significant Event Report shall be processed in accordance with **Rule and Procedures 431**. The person responsible for maintaining the case record or the person responding to the request for information is also responsible for redacting identifying information regarding persons for whom release of information has not been authorized.

Procedures 431 do not permit inclusion of confidential information about a child/youth in care in the case record of a different child or youth in care.

The Permanency Supervisor of the assigned Permanency Worker for each child or youth will receive a notification on his/her desktop for disposition when the incident has been recorded.

Facilities and homes licensed by the Department shall provide the full name for all involved children and youth when calling in a Significant Event Report to the Permanency Worker or Licensing Representative and in any related reports. However, for Significant Event Reporting of children and youth for whom DCFS has no legal responsibility, the children/youth may be identified only by their initials to protect their identity, except when the children and youth are receiving services in a facility licensed by the Department (e.g., a day care center).

Significant Event Reports involving possible litigation, licensing, staff or personnel issues may be subject to statutory and regulatory restrictions. Department staff shall consult with a DCFS Regional Counsel prior to responding to a request to review or copy a Significant Event Report. Staff of POS agencies shall consult with a DCFS Regional Counsel, and may also be required to consult with legal counsel for their program or facility, prior to responding to a request for access to a Significant Event Report.

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e) Recording Multiple Child and Youth Incidents Involving the Same Parties

Child/Youth Incident recording in SACWIS captures the contributing circumstances associated with an incident. Multiple circumstances may be documented within one incident. The “multi-select” functionality in SACWIS allows workers to record multiple related circumstances within an incident or behavioral event (must all occur within the same incident).

A “behavioral event” is defined as a series of behaviors performed by the same individual or individuals, within short duration, and the behaviors are related to the same contributing circumstances.

Example: a child or youth in care caused extensive property damage, which also resulted in the child or youth accidentally injuring him/herself and emergency medical care was necessary. The Child/Youth Incident documenting these circumstances would identify:

- Self-Inflicted Injury/Wound by a Child or Youth;
- Personal Injury, Property Damage or Bodily Injury Over \$50.00 Caused by the Actions of a Child or Youth; and
- Medical/Emergency Treatment.

When an incident involves more than one child or youth, each child/youth residing in a foster home, home of a relative caregiver or facility must be listed in the Child/Youth Incident as an involved party in the narrative section. The recording worker shall not include identifying information regarding additional children/youth who are involved, using only initials to document that one more additional youth were present, however are not the primary participant(s) for which the incident is being recorded.

Example: an incident is being recorded by the worker for John Smith. John was involved in an altercation with another youth in a foster home or facility. John was injured and needed medical treatment. The worker for John is required to record the incident pertaining to John’s injury and medical care. John’s worker must also record a narrative about the incident. In the narrative, the other involved child/youth should be referred to by his/her initials; gender and age (if age is unknown, give approximate age). (“SJ, a 14-year-old male youth in care, was involved in an altercation in which John Smith was injured and required medical attention.”)

When multiple children or youth in care are involved in an incident, the incident must be recorded for each involved child or youth from within his or her SACWIS case and each incident must include non-identifying information (using only initials) for each additional involved child or youth as described above. Child/Youth Incidents are individually child-based, are created from within individual family or child cases and do not allow for inclusion of multiple parties other than documenting in narrative sections using the initials of the involved children/youth.

Note: Procedures 431 do not permit inclusion of confidential information about a child/youth in care in the case record of a different child or youth in care.

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The Permanency Supervisor of the assigned Permanency Worker for each child will receive a notification on his/her desktop for disposition when the incident has been recorded.

f) Additions and Deletions to Significant Event Reports

- 1) Reports of Abuse/Neglect, Death and Trafficking of Children/Youth in Care or Served by the Department

No changes will be allowed once the final disposition is completed via the investigation approval in SACWIS.

- 2) Reports to CIRU of Missing and Abducted Children/Youth in Care

No changes will be allowed once the final disposition of the missing event is entered in SACWIS.

- 3) Child/Youth Incidents

No changes will be allowed once the final incident disposition is entered in SACWIS by the assigned supervisor.

g) No Waiver of Reporting

The Department does not grant waivers for any Significant Event Reporting.

Section 331.120 Generating Child and Youth Related Critical Event Notifications

Certain Child and Youth Significant Events and incidents require a higher level of attention and review based on the critical nature of the circumstances. This section outlines events that generate a Critical Event Report involving children and youth. A Critical Event Notification will be generated and visible via the Critical Event Log when there is:

- a Significant Event involving a report of abuse or neglect with an allegation of death or serious harm (see allegation list below);
- a Significant Event involving a report of abuse or neglect has DCFS/POS personnel involvement;
- a Child/Youth Incident has been reported to have media involvement; or
- a report of an abducted child.

Critical Events are visible via the SACWIS “Critical Event Monitoring Log” which is viewable to DCFS and POS management staff with authorized access to the Critical Event Monitoring Log.

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Child Protection Supervisors, Child Welfare Supervisors, Area Administrators or POS equivalent managers are required, within 4 hours of becoming aware of the situation, to access the Critical Event Report in the monitoring log and email the Critical Event Report to all necessary parties (including executive staff, the DCFS Office of Communications and other individuals that must be informed of the Critical Event). To generate the email, the respective supervisor, Area Administrator or manager selects the Critical Event Report document from the Critical Event Monitoring Log in SACWIS, and then selects “email” from the bottom of the report. An Outlook email will automatically generate when “email” is selected. The Event Distribution List will automatically populate the “To” address line in the body of the email. The sending Area Administrator or manager can add additional recipients to the email, if necessary, for notification purposes. To ensure confidentiality, all DCFS/POS staff who send or receive Critical Event Reports via email shall ensure that only DCFS Outlook email is used to distribute these reports in accordance with Administrative Procedure #20, Electronic Communication and Distribution.

Note: DCFS and POS supervisors, managers and above have the ability to view and email Critical Event Reports from the Critical Event Monitoring Log.

Notifications will remain on the Critical Event Monitoring Log for the following timeframes:

a) Critical Event Monitoring Log Display Time Frames for Child and Youth Events

- 1) High Profile/Media or DCFS Employee-Related Investigation: through investigation completion;
- 2) Death and Injurious Allegation Only Investigations: 14 days post Allegation creation;
- 3) SIDS/Unusual Death Intake: 14 days post intake approval;
- 4) High Profile/Media Related Child/Youth Incidents: 14 days post incident disposition; and
- 5) Missing Child/Youth (Abducted Only): 14 days post missing event disposition.

b) Child and Youth Significant Events that Generate a Critical Event Notification

A Critical Event Notification will be automatically generated and visible via the Critical Event Monitoring Log when one of the following allegations is made to SCR:

1) Allegations of Death

A Critical Event Notification will be automatically generated and visible via the Critical Event Monitoring Log when one of the following allegations of death is made to SCR:

- **Death, DCFS Child or Youth in Care or Served by the Department**
- **Death, Former Child or Youth in Care** (within one year of discharge from guardianship)
- **Death, Non-DCFS Child or Youth in Care**

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2) Allegations of Serious Injuries, Harm and Trafficking of Children and Youth in Care or Served by the Department

A Critical Event Notification will be automatically generated and visible via the Critical Event Monitoring Log when one of the following allegations is made into a report:

- Allegation #:
- 1 - Death
 - 2 - Head Injuries
 - 4 - Internal Injuries
 - 5 - Burns
 - 6 - Poison Noxious Substances
 - 7 - Wounds
 - 9 - Bone Fractures
 - 13 - Sprains/Dislocations
 - 14 - Tying/Close Confinement
 - 16 - Torture
 - 19 - Sexual Penetration
 - 51 - Death by Neglect
 - 52 - Head Injuries by Neglect
 - 54 - Internal Injuries by Neglect
 - 55 - Burns by Neglect
 - 56 - Poison - Noxious Substances by Neglect
 - 57 - Wounds by Neglect
 - 59 - Bone Fractures by Neglect
 - 63 – Sprains/Dislocations (Neglect)
 - 40 - Human Trafficking of Children/Abuse
 - 90 - Human Trafficking/Neglect

(See **Appendix E, CA/N Allegations that Populate Both Significant and Critical Event Logs.**)

3) Reports to CIRU of Abducted Children and Youth

A Critical Event Notification will be generated and visible via the Critical Event Monitoring Log when a report of child or youth abduction is made to CIRU.

4) Child and Youth Incidents

A Critical Event notification will be automatically generated and visible via the Critical Event Monitoring Log when one of the following Child/Youth Incidents is recorded in SACWIS:

- **Child or Youth Victim of Sexual Assault by a Non-Caregiver;**
- **Child or Youth Victim of Human Trafficking;**
- **Child or Youth Victim of Assault;**
- **Child or Youth in Possession of Weapon or Ammunition; or**
- **Parent/Case Member Threat Against Employee or Facility.**

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5) Media/High Profile Abuse/Neglect Reports and Child/Youth Incidents

A Critical Event Notification will be generated and visible via the Critical Event Monitoring Log when a CA/N report or Child/Youth Incident has been designated as a Media-High Profile/Critical Event.

c) Reporting Requirements for Critical Events Involving a Report of Death or Serious Harm

A Critical Event involving a report of death or serious harm (listed above) must be documented in SACWIS by an assigned or on-call Child Protection Supervisor, Area Administrator, or higher-level staff as designated by the Deputy Director. The circumstances of the Critical Event shall be documented as soon as possible, but no later than 4 hours of initiation of the report or becoming aware of the situation. The documentation must include pertinent status information and a chronological summarization of any child welfare involvement, past or current, known at the time.

Section 331.130 Submission and Distribution of Significant Event Reports Involving Children and Youth

Significant Event Reports involving children and youth are generated via the Significant Event Reporting Function in SACWIS. All Child and Youth Significant Events, regardless of the SACWIS data entry point (SCR intake, CIRU report, Child/Youth Incidents) are visible to assigned workers, supervisors and their managers from the SACWIS desktop “Caseload Developments” section. Child and Youth Significant Events remain visible on the desktop until each event is dispositioned. (See **Procedures 331.190, Child and Youth Specific Interventions and Dispositions.**)

Desktop Caseload Developments Display Time Frames:

- Investigations (All Allegations): 10 days post investigation completion;
- SIDS/Unusual Death Intake: 10 days post intake approval;
- Missing Child/Youth: 10 days post missing event disposition; and
- Child/Youth Incidents (All Related): 10 days post-disposition.

Additionally, Significant Event information regarding children and youth is visible on the Significant Event Monitoring Log in SACWIS. The Significant Event Monitoring Log shall serve as notification to necessary stakeholders (including authorized staff of the Department, POS agencies and facility administrators). Access and view rights are granted based on the type of SACWIS role assigned to each individual. All DCFS, POS agency and facility staff who are required to report or receive notification of Child and Youth Significant Events must have or shall gain SACWIS access. Access to SACWIS requires obtaining a SACWIS role, which may be requested by selecting OITS>Request Services>Request for SACWIS Role on the D-net. For additional assistance staff may contact the OITS HelpDesk at **800-610-2089**. (Staff should not contact the DCFS Office of Employee Services to request SACWIS access.)

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Child and Youth Significant Events will remain visible on the Significant Event Monitoring Log for 10 days post disposition. All Child and Youth Significant Events may be viewed post disposition via the Significant Event search function. (See **Procedures 331.Appendix B, SACWIS Companion Guide for Reporting Significant Events** for information on how to search for Significant Events.)

A Critical Event Notification will be generated and visible via the Critical Event Monitoring Log when a Significant Event, including a CA/N report, Child/Youth Incident or Personnel/Caregiver/Facility related incident, has been reported to have media involvement. The Critical Event Monitoring Log is viewable only by individuals with authorized access. Child and Youth Critical Events will remain visible on the Critical Event Monitoring Log for 14 days post disposition. All Child and Youth Critical Events may be viewed post disposition via the Significant Event search function.

External stakeholders (non-DCFS, POS agency or facility staff) may receive a Significant Event Report when authorized by the DCFS Director, the Office of the DCFS Guardian or DCFS Office of Legal Services.

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Subpart C – Personnel, Caregiver and Facility Related Incidents

Section 331.140 Significant Events Involving Personnel, Caregivers and Facilities

Agency-wide incidents involving the Department and extensions of the Department such as contracted providers, caregivers and facilities shall be recorded as Personnel, Caregiver and Facility Related Incidents in SACWIS. These events do not include children and families served by the Department. Such events are strictly regarding Department or POS agency personnel, caregivers, or events that occur within or are about a facility.

For the purposes of incident recording:

- **Personnel Related Incident** means an incident involving Department or POS employees where an arrest has occurred or is alleged to have occurred, or an employee has been injured in the workplace or on the job in an extension of their work environment, such as in the community, a client home or other location while performing official work duties. Personnel related incidents are confidential to the extent that the involved employee's hierarchy, respective executives and Office of Employee Services representatives have access to view personnel related incidents in SACWIS. (Incidents involving Department or POS employees that do not involve criminal or alleged criminal activity or work-related injuries are **Facility Related Incidents**.)
- **Caregiver Related Incident** means an incident involving a licensed or unlicensed relative caregiver, fictive kin, licensed foster parent or specialized foster parent.
- **Facility Related Incident** means an incident involving the Department, agencies and extensions of the Department such as contracted providers. Facility incidents also include employee related incidents that do not involve criminal or alleged criminal activity or work-related injuries.
- **Media-High Profile Event** means an incident involving personnel, caregivers and facilities as defined above where there is current media involvement, or there has been a media inquiry that is not part of a Department planned or sponsored public service communication, education/training or similar public service effort.

A Significant Event Report shall be made for the Personnel, Caregiver and Facility Related Incidents listed below. Contributing circumstances associated these incidents are listed below.

All DCFS, POS agency and facility staff who are required to report Personnel, Caregiver and Facility Related incidents must have SACWIS access. Access to SACWIS requires obtaining a SACWIS role, which may be requested by selecting OITS>Request Services>Request for SACWIS Role on the D-net. For additional assistance staff may contact the OITS HelpDesk at **800-610-2089**. (Staff should not contact the DCFS Office of Employee Services to request SACWIS access.)

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a) Personnel Related Incidents

- DCFS Personnel Arrested, Charged With, Convicted of a Crime;
- POS/Facility Personnel Arrested, Charged With, Convicted of a Crime;
- DCFS Personnel has Unauthorized Firearm on Premises;
- POS/Facility Personnel has Unauthorized Firearm on Premises;
- DCFS Personnel Victim of Workplace Violence or Threat of Violence;
- POS/Facility Personnel Victim of Workplace Violence or Threat of Violence;
- DCFS Personnel Perpetrator of Workplace Violence or Threat of Violence;
- POS/Facility Personnel Perpetrator of Workplace Violence or Threat of Violence;
- DCFS Personnel Work Related Injury/Medical Emergency;
- POS/Facility Personnel Work Related Injury/Medical Emergency;
- DCFS Personnel Motor Vehicle Accident-Department Owned or Leased Vehicle;
- POS/Facility Personnel Motor Vehicle Accident-Agency Owned or Leased Vehicle;
- DCFS Personnel Motor Vehicle Accident-Personal or Rented Vehicle; and
- POS/Facility Personnel Motor Vehicle Accident-Personal or Rented Vehicle.

- **DCFS/POS/Facility Personnel Arrested, Charged With, Convicted of a Crime**

A Department, POS or facility employee has been arrested, charged with or convicted of a criminal act as defined in the Illinois Criminal Code of 2012.

- **DCFS/POS/Facility Personnel has Unauthorized Firearm on Premises**

This category pertains to the Department and POS agency and facility providers. Any incident where a firearm is brought onto Department, agency or facility property, including a parking lot (see exception listed in **subsection (2)**, below), other than by a law enforcement officer, threatens the safety of employees, clients, or the general public. "Firearm" includes a handgun; sawed-off shotgun; sawed-off rifle; any other firearm small enough to be concealed upon the person, briefcase, purse, state-owned or private vehicle; semiautomatic firearm; machine gun; rifle; shotgun; spring gun; or stun gun.

- **DCFS/POS/Facility Personnel Victim of Workplace Violence or Threat of Violence**

This category is selected when an employee of the Department, POS agency or facility has been a victim of workplace violence including but not limited to intimidation, harassment, sexual harassment, threats of violence or physical

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contact including pushing, shoving or other physical action or force intended to frighten or harm. The source of violence or threat against the employee may be another employee or person(s) served by the Department/agency/facility.

- When an employee suffers injuries as a result of workplace violence the employee, supervisor or designated person must also record the injury to the employee in the SACWIS Personnel Incident function in accordance with reporting timeframes. (See **DCFS/POS/Facility Personnel Work Related Injury/Medical Emergency**, below)

Additionally, if an employee is injured during normal shift hours or within an approved overtime/after hours shift, the injury has occurred in the employee's headquarters as outlined above, and the injury was caused by a Department client, the media/high profile indicator shall be checked in the Personnel Incident function in SACWIS. This designates the employee injury as a Critical Event. The supervisor or next level administrator shall also enter a Critical Event Report in SACWIS once the Critical Event has been recorded to inform the appropriate Department executive and management staff.

- **DCFS/POS/Facility Personnel Perpetrator of Workplace Violence or Threat of Violence**

This category is selected when an employee of the Department, POS agency or facility has been a perpetrator of workplace violence including but not limited to intimidation, harassment, sexual harassment, threats of violence or physical contact including pushing, shoving or other physical action or force intended to frighten or harm. The victim of violence or threat may be another employee or person(s) served by the Department/agency/facility.

- **DCFS/POS/Facility Personnel Work Related Injury/Medical Emergency**

A Department, POS agency or facility employee has been injured or has experienced a medical emergency during normal shift hours or within an approved overtime/after hours shift, and the injury has occurred in the employee's headquarters, other Department/agency/facility premises or location where the employee's presence was required as part of his/her duties. Such injuries may include falls, dog bites at the home of a family served by the Department/agency/facility, physical assault, injuries inflicted by use of weapons, or other types of injuries.

When an employee suffers injuries as a result of workplace violence the employee, supervisor or designated person must also record the incident of workplace violence in the SACWIS Personnel Incident function in accordance with reporting timeframes. (See **DCFS/POS/Facility Personnel Victim of Workplace Violence or Threat of Violence**, above.)

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Additionally, if an employee is injured during normal shift hours or within an approved overtime/after hours shift, the injury has occurred in the employee's headquarters as outlined above, and the injury was caused by a Department client, the media/high profile indicator shall be checked in the Personnel Incident function in SACWIS. This designates the employee injury as a Critical Event. The supervisor or next level administrator shall also enter a Critical Event Report in SACWIS once the Critical Event has been recorded to inform the appropriate Department executive and management staff.

Note: Injuries sustained in work related motor vehicle accidents are not to be recorded under this circumstance. Motor vehicle circumstances are defined in the sections below.

- **DCFS/POS/Facility Personnel Motor Vehicle Accident-Department Owned or Leased Vehicle**

A Department, POS agency or facility employee has been involved in a motor vehicle accident during normal shift hours or within an approved overtime/after hours shift, and the accident has occurred in a Department/agency/facility owned or leased vehicle. The accident must have occurred when the employee operating a vehicle as part of his/her duties. **This does not include travel to and from work headquarters.**

- **DCFS/POS/Facility Personnel Motor Vehicle Accident-Personal or Rented Vehicle**

A Department, POS agency or facility employee has been involved in a motor vehicle accident during normal shift hours or within an approved overtime/after hours shift, and the accident has occurred in the employee's personal or rented vehicle. The accident must have occurred when the employee was operating a vehicle as part of his/her duties. **This does not include travel to and from work headquarters.**

- 1) **Additional Contact and Notification Requirements for Significant Events Involving DCFS Employees**

- A) All divisions within the Department are required to record personnel incidents in SACWIS.

- i) Incidents regarding personnel while on official state business, during normal shift hours or within an approved overtime/after hours shift shall be recorded by the employee's supervisor or designee, or may be recorded by the employee if the supervisor or designee is not readily available and the timeline to report cannot be ensured.

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A Personnel related incident shall be recorded in SACWIS within 24 hours after the incident or learning of the incident.

When the incident involves an injury that constitutes an emergency, the injured employee, supervisor and/or next higher administrator must take steps to ensure staff safety, and maintain operations that will enable the Department to continue to serve children and families as the office handles the emergency. (See **Appendix G, Emergency Action Protocol for an Event Involving Serious Injury or Traumatic Event in the Line of Duty.**)

- ii) Worker's Compensation Report. The injured employee, or supervisor/administrator if the employee is unable, must report a work-related injury to TriStar (phone: **855-495-1554**) within 24 hours of the injury, and also contact the DCFS Worker's Compensation Coordinator (phone: **217-524-2351** or email: DCFS.WorkersComp@illinois.gov).
 - iii) OSHA Report. An employee workplace fatality must be reported within 8 hours and an employee workplace injury resulting in admittance to a hospital and all losses of an eye must be reported within 24 hours to the Illinois OSHA Reporting Hotline at **800-782-7860**.
- B) Reports by Persons Without SACWIS Access. The DCFS Advocacy Office for Children and Families will complete the Significant Event Report in SACWIS if the report is received from a reporter without access to SACWIS (e.g., foster parent, relative caregiver or another provider or professional who may have first-hand information regarding an incident involving a Department employee);

The Significant Event Report must be completed in SACWIS within 24 hours after receiving notification that a Significant Event has occurred.

The Office of Employee Services shall take appropriate action or ensure that other DCFS staff takes appropriate action.

- C) Significant Events involving Bribery or Attempted Bribery of a DCFS employee shall be reported immediately by the employee to the DCFS Inspector General (OIG) at **800-722-9124** and also to the employee's supervisor.

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D) A Significant Event regarding a DCFS employee in possession of weapons and/or firearms on State premises shall also be immediately reported, by phone, to the OIG at **800-722-9124**. The DCFS Director's Office and OIG will receive written notification when the Significant Event Report is recorded in SACWIS.

Note: Administrative Procedures #16.6(a)(2), Staff Safety, states staff are to vacate the premises if needed, and, when safe, also notify law enforcement and the manager/supervisor in the building.

2) **Possession of a Weapon/Employee Other than Law Enforcement Officer Has a Firearm on Premises**

Possession of a firearm in a State owned or leased building or on State owned or leased property is a Significant Event and must be reported, with the following exceptions:

- A) Law enforcement officers are allowed to bring their firearms onto DCFS owned or leased property; and
- B) DCFS staff who possess a valid State of Illinois Concealed Carry License are permitted to leave their firearms in their locked personal vehicle on State owned or leased property in accordance with Section 65 of the Firearm Concealed Carry Act [430 ILCS 66/65]. DCFS staff may also walk with a concealed and unloaded firearm from their personal vehicle's cabin to store their firearm in the trunk.

3) **Significant Events Involving Caregivers**

A Significant Event Report shall be made for a Significant Event or incident involving caregivers when the following contributing circumstances are associated with an incident:

- **Caregiver Arrested, Charged With or Convicted of a Crime; or**
- **Possible Licensing Violations.**

Each event/occurrence must be reported immediately after it occurs. No exceptions are permitted.

Significant Events involving alleged violations of the Criminal Code by a caregiver shall be immediately reported to the OIG at **800-722-9124** in accordance with **Procedures 430, Office of the Inspector General**.

Significant Events involving possible licensing violations shall also be reported to the appropriate licensing unit in accordance with **Procedures 383, Licensing Enforcement**.

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Allegations of criminal activity by a licensed caregiver and other possible licensing violations shall be reported to the appropriate licensing unit in accordance with **Procedures 383**. Upon learning that a Significant Event has occurred involving alleged criminal behavior of a licensed caregiver, persons who are required to report Significant Events shall immediately notify the provider's DCFS/POS Licensing Representative by phone or email.

When notified of the Significant Event/incident, the DCFS/POS Licensing Representative shall:

- immediately confer with the Licensing Supervisor or Administrator regarding the actions to be taken in accordance with **Procedures 383**;
- take appropriate actions or ensure that appropriate actions are taken to ensure the health and safety of children and youth in the caregiver's home and comply with other DCFS procedures; and
- make a Significant Event Report in SACWIS within 24 hours of the event or incident, excluding weekends and holidays.

4) **Significant Events Involving Purchase of Service (POS) Employees**

Employees of POS agencies and facilities must report Significant Events as outlined in these Procedures, even if the agency has its own reporting requirements. POS Agency requirements do not preclude the need to report according to the requirements of these Procedures.

5) **Significant Events Involving Child Care Facilities and Child Welfare Agencies Licensed by DCFS**

Upon learning that a Significant Event has occurred, DCFS-licensed child care facility, child welfare agency or day care facility staff required to report Significant Events shall take the steps listed below.

- A) Staff of a DCFS-licensed agency, group home or child care institution shall take the following additional actions to ensure the health and safety of the children and youth served by the agency or facility:
- i) During normal business hours, staff must immediately call the agency/facility's Agencies and Institutions (A&I) Licensing Representative to alert the Licensing Representative of the event. After hours, staff shall immediately contact SCR at **800-252-2873**;
 - ii) Confer with the facility/agency Supervisor or Administrator regarding actions that must be taken in compliance with other applicable DCFS procedures;

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- iii) Take appropriate actions or ensure that appropriate actions are taken to ensure the health and safety of children in the licensed facility or served by the agency/facility; and
 - iv) Staff with access to SACWIS must complete a Significant Event Report within 24 hours, excluding weekends and holidays, of the event or incident.
- B) Staff of a DCFS-licensed day care facility (day care home, group day care home or day care center) shall:
- i) During normal business hours, staff must immediately call the home/center's Day Care Licensing Representative to alert the Licensing Representative of the event. After hours, staff shall immediately contact SCR at **800-252-2873**.
 - ii) Day care center staff shall confer with the center's Director (or designee) regarding actions that must be taken in compliance with other applicable DCFS procedures; and
 - iii) Take appropriate actions or ensure that appropriate actions are taken to ensure the health and safety of children and youth served by the home/center.
- C) Possible Licensing Violations (Child Welfare Agency)

Significant Event Reports may deal with issues that would impact licensure of a child welfare agency. Examples include, but are not limited to: criminal activity of staff; robbery/burglary occurring on premises, fire/natural disaster that damaged or affected the agency or its facilities/homes; hazardous physical condition discovered at agency/facility/home; serious incident resulting in legal action by/against child care facility; threats, falsification of credentials/records; misrepresentation of services; or firearms on premises.

The A&I Licensing Representative must take appropriate actions in accordance with **Procedures 383, Licensing Enforcement** upon learning that a Significant Event has occurred involving alleged criminal behavior of an employee of a DCFS-licensed child welfare agency.

The A&I Licensing Representative shall complete a Significant Event Report in SACWIS within 24 hours (excluding weekends and holidays) of the event or incident, except when the Significant Event Report has already been reported by staff of a child welfare agency with SACWIS access.

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b) Caregiver Related Incidents

- DCFS Foster Parent Arrested, Charged With, Convicted of a Crime;
- POS Foster Parent Arrested, Charged With, Convicted of a Crime;
- DCFS Licensed Relative Caregiver Arrested, Charged With, Convicted of a Crime;
- POS Licensed Relative Caregiver Arrested, Charged With, Convicted of a Crime;
- Fire/Natural Disaster Damaged or Affected DCFS Foster Home;
- Fire/Natural Disaster Damaged or Affected POS Foster Home;
- Fire/Natural Disaster Damaged or Affected DCFS Licensed Relative Home;
- Fire/Natural Disaster Damaged or Affected POS Licensed Relative Home;
- Hazardous Physical Conditions Discovered at a DCFS Foster Home;
- Hazardous Physical Conditions Discovered at a POS Foster Home;
- Hazardous Physical Conditions Discovered at a DCFS Licensed Relative Home;
- Hazardous Physical Conditions Discovered at a POS Licensed Relative Home;

Note: The following caregiver incidents are recorded from within the SACWIS case (family or child) (See Procedures 331.70(i), Child and Youth Circumstances Involving Caregivers);

- Caregiver of a Child or Youth in Care-Media Related;
 - Fire/Natural Disaster Damaged Or Affected Unlicensed Caregiver Home;
 - Hazardous Physical Conditions Discovered at an Unlicensed Caregiver Home;
 - Unlicensed Caregiver Arrested, Charged With, Convicted of a Crime; and
 - Unlicensed Caregiver of a Child or Youth in Care-Media Related.
- **Foster Parent or Licensed Relative Caregiver Arrested, Charged With or Convicted of a Crime**

A foster parent or licensed relative caregiver is currently suspected of committing a crime, or has been arrested or convicted of a criminal act as defined in the Illinois Criminal Code of 2012.

- **Fire/Natural Disaster Damaged Or Affected Foster Parent or Licensed Caregiver Home**

“Natural Disaster” means those situations caused by nature that are a significant threat of harm to the safety of employees or clients in either a Department or POS provider facility/home. “Natural disaster” includes tornados, floods, earthquakes, and severe winter storms. “Utility emergencies” such as gas leaks are included in this category. To be reported as a Significant Event, customary operations, routines or relationships at the facility/home must be disrupted.

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- **Hazardous Physical Conditions Discovered At Foster Parent or Licensed Relative Caregiver Home**

This category is selected when a dangerous condition exists in a foster home or licensed relative caregiver home and presents a threat to the physical well-being of children, staff, or other persons at the home. This category usually pertains to the condition of the home, grounds, or to materials, implements or weapons stored in or around the home.

c) Facility Related Incidents

- Bribery or Attempted Bribery of DCFS Personnel;
- Bribery or Attempted Bribery of POS/Facility Personnel;
- Closed Case / Former Child or Youth In Care-Media Related;
- Day Care Provider Arrested, Charged With, Convicted of a Crime;
- Falsification of Credentials or Records
- Misrepresentation of Services or Costs
- Fire/Natural Disaster Damaged Or Affected Daycare Facility;
- Fire/Natural Disaster Damaged Or Affected DCFS Office;
- Fire/Natural Disaster Damaged Or Affected POS Office/Facility;
- Fire/Natural Disaster Damaged or Affected Youth Apartment;
- Hazardous Physical Conditions Discovered at a Day Care Facility;
- Hazardous Physical Conditions Discovered at a DCFS Office;
- Hazardous Physical Conditions Discovered at a POS Office/Facility/Day Care;
- Hazardous Physical Conditions Discovered at a Youth Apartment;
- Non-Child/Youth in Care Injury at Day Care Facility;
- Other Day Care Related Incident;
- Robbery or Burglary Occurred on Premises-Day Care Facility;
- Robbery or Burglary Occurred on Premises-DCFS Office;
- Robbery or Burglary Occurred on Premises-POS Office/Facility;
- Robbery or Burglary Occurred on Premises-Youth Apartment;
- Threat Made Against Daycare Facility;
- Threat Made Against DCFS Office;
- Threat Made Against POS Office;
- Threat Made Against Youth Apartment;
- Serious Incident Resulting in Legal Action Against Facility; or
- Serious Incident Resulting in Legal Action Taken by Facility.

- **Bribery or Attempted Bribery of a DCFS, POS or Facility Employee**

This category includes any instance in which a DCFS, POS or facility employee accepted, is given, offered, or promised something such as money or favor to influence the employee's judgment or conduct in the performance of his/her official duties.

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- **Closed Case / Former Child/Youth In Care-Media Related Notification**

This category must be used to record a media related event or inquiry involving a former child or youth in care where a case involving the child or youth is no longer open.

- **Day Care Provider Arrested, Charged With, or Convicted of a Crime**

An employee of a Department licensed day care facility has been arrested, charged with or convicted of a criminal act as defined in the Illinois Criminal Code of 2012.

- **Falsification of Credentials or Records**

This applies to both Department and purchase of service providers.

“Falsification of credentials” means that a job applicant or employee of the Department or a purchase of service provider submits a job application, academic records, employment record, license or certification, or similar document to establish eligibility for employment, continued employment, or determining the individual’s eligibility for an appointment, reassignment, promotion, leave or other employment decisions that falsely states the qualifications or achievements of the individual.

“Falsification of records or statements” includes an act of misrepresentation, falsification or omission of any fact, whether written or verbal. Records include, but are not limited to, client or case records, court testimony, vouchers, personnel records, and time and attendance records.

- **Misrepresentation of Services or Costs**

This applies to both Department and purchase of service providers.

“Misrepresentation of services” means that services to a person served by either the Department or a purchase of service provider are reported as having been provided when they have not been provided or that they were provided for a period or under conditions other than those reported. Such misrepresentation may occur in reports to the Department, the courts, auditors or others acting on behalf of the Department.

“Misrepresentation of the costs of services” means the actual costs to provide service are intentionally inflated to produce a larger billing or payment than one is entitled to for the services provided. “Misrepresentation of the cost of services” may include deliberately understating the cost of providing services in order to gain advantage in a competitive bidding situation.

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- **Fire/Natural Disaster Damaged or Affected Facility/Office/Home**

“Natural Disaster” means those situations caused by nature that are a significant threat of harm to the safety of employees or clients in either a Department or POS office or DCFS or POS provider facility/home. “Natural disaster” includes tornados, floods, earthquakes, and severe winter storms. “Utility emergencies” such as gas leaks are included in this category. To be reported as a Significant Event, customary operations, routines or relationships at the facility/home must be disrupted.

Circumstanced involving youth apartments shall also be recorded to document when a youth in care, as part of an Independent or Transitional Living Program has experienced a fire or natural disaster in his/her community-located apartment or residence.

- **Hazardous Physical Condition Discovered At Facility/Home**

This category is selected when a dangerous condition exists in a child care facility and presents a threat to the physical well-being of children, staff, or other persons at the facility. This category usually pertains to the condition of the physical plant, grounds, or to materials, implements or weapons stored in or around the facility.

Circumstanced involving youth apartments shall also be recorded to document when the living conditions in a youth apartment, as part of an Independent or Transitional Living Program, are found to be in hazardous physical condition.

- **Non-Child/Youth In Care Injury at a Day Care Facility**

A child or youth for whom the Department is not legally responsible, or not being served by or otherwise involved with the Department has been injured in a Department licensed day care facility. This incident shall be recorded by the day care licensing representative upon learning of the event, and reported to the day care licensing supervisor and manager. If the injury is due to alleged abuse or neglect in a day care facility, mandated reporters are required to make a report to SCR in accordance with **Procedures 300**.

- **Other Day Care Related Incident**

This circumstance is intended to capture any other significant day care facility related incident requiring attention and action by DCFS Day Care Licensing Unit staff and management.

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- **Robbery or Burglary Occurred on Premises**

This circumstance applies to DCFS and POS facilities and licensed facilities including day care facilities. Youth apartment break-ins shall also be recorded to document when a youth in care, as part of an Independent or Transitional Living Program, has experienced a break-in, robbery or burglary in his/her community-located apartment or residence.

- **Threats Made Against Office/Facility/Home**

“Threat” means an act that is communicated and intended to inflict physical, emotional or any other harm to an individual or that subjects an individual to physical confinement or restraint.

- **Serious Incident Resulting in Legal Action Against Facility**

This category includes any incident involving a child or youth in care, employee of the Department or a child care facility where legal proceedings have been, or may be, initiated against the Department, POS agency or a child care facility by the child or youth in care, employee or facility.

- **Serious Incident Resulting in Legal Action by Facility**

This category includes any incident involving a child or youth in care, employee of the Department or a child care facility where legal proceedings have been, or may be, initiated by Department, POS agency or a child care facility or facility personnel.

d) Media Involvement/High Profile Personnel, Caregiver or Facility Incidents

- **Media-High Profile Event Involving Personnel, Caregivers and Facilities**

This means any incident or SCR report that currently has or has had media involvement or there is a media inquiry that is not part of a Department planned or sponsored public service communication, education/training or similar public service effort. Such incidents include, but are not limited to, those which involve a child or youth for whom the Department is legally responsible or who was recently involved with the Department, persons served by the Department, child care facilities licensed by the Department, staff of the Department or a POS agency, or litigation affecting a POS agency. Media or high profile personnel/caregiver/facility Critical Events are generally:

- Related to a current open investigation involving a licensed facility/day care facility or foster home;
- Legal action against an employee, facility or other DCFS or POS entity; or
- Press related to the care of children and youth served by the Department in facilities, including day care facilities.

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Media related incidents that involve licensed or unlicensed caregivers as outlined in section (i) above automatically default the “media/high profile/critical event” indicator to “checked” in SACWIS.

A Critical Event notification will be generated and visible via the Critical Event Log when a Significant Event including a CA/N report and Child/Youth Incident has been reported to include media involvement or has been designated as high profile. (See **Procedures 331.170(a), Child and Youth Significant Events that Generate a Critical Event Notification.**)

Section 331.150 Persons Required to Report Personnel, Caregiver and Facility Related Incidents

a) DCFS and POS Employees

All DCFS and POS agency employees are required to comply with these Procedures.

b) Congregate Care Staff (Group Home, Shelter, Child Care Institution, Residential Treatment Facility Staff), Child Welfare Agencies and Programs

All employees of DCFS-licensed facilities and child welfare agencies, POS agencies providing direct case management services and ILO/TLP staff are required to comply with these Procedures.

Permanency Workers shall discuss the requirements of these Procedures with each caregiver when placing a child or youth in care with that caregiver.

Licensing Representatives shall discuss the requirements of these Procedures with caregivers at annual licensing compliance visits.

c) Contracted Professionals and Service Providers

Individuals and employees of entities with whom the Department contracts for services (counselors, therapists, case aides, transportation and visitation specialists, etc., whether contracted by DCFS or a POS agency) are required to comply with these Procedures.

d) Foster Parents and Relative Caregivers

Foster parents and relative caregivers are required to comply with these Procedures.

Permanency Workers shall discuss the requirements of these Procedures with the caregiver when placing a child or youth in care with that caregiver.

Licensing Representatives shall discuss the requirements of these Procedures with caregivers at annual licensing compliance visits.

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Section 331.160 How to Report Personnel, Caregiver and Facility Significant Events

All DCFS, POS agency and facility staff who are required to report Personnel, Caregiver and Facility Related incidents must have (or shall gain) SACWIS access. Access to SACWIS requires obtaining a SACWIS role, which may be requested by selecting OITS>Request Services>Request for SACWIS Role on the D-net. For additional assistance staff may contact the OITS HelpDesk at **800-610-2089**. (Staff should not contact the DCFS Office of Employee Services to request SACWIS access.)

a) DCFS and POS Employees

1) Normal Business Hours

A Personnel, Caregiver or Facility Significant Event listed in **Procedures 331.140** must be recorded in SACWIS and each incident must be recorded immediately after it occurs or immediately after the incident becomes known, but no later than within 24 hours, excluding weekends and holidays, of the incident or upon learning of the incident. **No exceptions** are permitted.

2) After hours, Weekends and Holidays

When a Personnel, Caregiver or Facility Significant Event occurs outside of normal business hours, the “immediate” reporting requirement will occur at the beginning of the next business day.

However, any event that is also required to be reported immediately to SCR shall be reported to SCR immediately upon learning of the event regardless of the time of day or night.

b) Congregate Care Staff (Group Home, Shelter, Child Care Institution/Residential Treatment Facility Staff), Child Welfare Agencies and Programs

DCFS-licensed residential facilities have SACWIS access and are responsible for completing a Personnel, Caregiver or Facility Significant Event Report immediately after it occurs or immediately after the incident becomes known, but no later than 24 hours, excluding weekends and holidays, of the event or upon learning of the event. **No exceptions** are permitted. Facilities must ensure that all staff required to record these events have proper SACWIS roles and access in SACWIS to cases the facility is contracted to serve. Access to SACWIS requires obtaining a SACWIS role, which may be requested by selecting OITS>Request Services>Request for SACWIS Role on the D-net. For additional assistance staff may contact the OITS HelpDesk at **800-610-2089**. (Staff should not contact the DCFS Office of Employee Services to request SACWIS access.)

All events that are required to be reported immediately to SCR or CIRU shall be reported to SCR or CIRU immediately upon learning of the event regardless of the time of day or night.

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When a child or youth is abruptly moved from a facility before facility staff have entered the required Child/Youth Incident in SACWIS, the facility shall contact the child/youth's Permanency Worker to ensure the Child/Youth Incident is recorded in SACWIS in accordance with these Procedures. **This is an exception to the general rule**, and shall be employed **ONLY** when a move is unplanned or has occurred abruptly and facility staff no longer have access in SACWIS to the child/youth's case.

c) Contracted Professionals and Service Providers

Contracted professionals and service providers are required to immediately contact the Permanency Worker to report a Personnel, Caregiver or Facility Significant Event. The Permanency Worker will enter the Significant Event Report in SACWIS.

d) Foster Parents and Relative Caregivers

Substitute caregivers are required to immediately contact the Permanency Worker to report a Personnel, Caregiver or Facility Significant Event. The Permanency Worker will enter the Significant Event Report in SACWIS.

e) Confidentiality

All Significant Event Reports, including those in the Department's Significant Event Reporting System, are subject to the confidentiality provisions of **Rule and Procedures 431, Confidentiality of Personal Information of Persons Served by the Department**. Any request to receive, review, or copy a Significant Event Report shall be processed in accordance with **Rule and Procedures 431**. The person responsible for maintaining the case record or the person responding to the request for information is also responsible for redacting identifying information regarding persons for whom release of information has not been authorized.

Facilities and homes licensed by the Department shall provide the full name for all involved children and youth when calling in a Significant Event Report to the Permanency Worker or Licensing Representative and any related reports. However, for Significant Event Reporting of children and youth for whom DCFS has no legal responsibility, the children/youth may be identified only by using their initials to protect their identity, except when the children and youth are receiving services in a facility licensed by the Department, such as a child care facility or day care center.

Significant Event Reports involving possible litigation, licensing, staff or personnel issues may be subject to statutory and regulatory restrictions. Department staff shall consult with Regional Legal Counsel prior to responding to requests to review or copy Significant Event Reports. Staff of POS providers shall consult with Department Regional Legal Counsel prior to responding to requests for access to these reports and may similarly consult with legal counsel for their program or facility prior to responding to requests for access to these reports.

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f) Additions and Deletions to Significant Event Reports

No changes will be allowed once the final incident disposition is entered in SACWIS by the respective supervisor or staff.

g) No Waiver of Reporting

The Department does not grant waivers for any Significant Event Reporting.

Section 331.170 Generating Personnel, Caregiver or Facility Related Critical Event Notifications

A Critical Event Notification will automatically be generated when Personnel, Caregiver or Facility Related Incidents have been reported to have media involvement or have been designated as high profile. Personnel, Caregiver and Facility Related Critical Events and Incidents will be visible on the Critical Event Monitoring Log for 14 days post incident disposition. The Critical Event Monitoring Log is viewable only by individuals with authorized access.

DCFS/POS management staff can transmit a Critical Event Notification by email to other DCFS Outlook users when needed. To email a Critical Event Notification, select the “document” link from the Critical Event Monitoring Log, then select the “email” option at the bottom of the report.

Section 331.180 Submission and Distribution of Significant Event Reports Involving Personnel, Caregivers and Facilities

Personnel, Caregiver and Facility Related Significant Event information is visible on the Facility/Personnel Monitoring Login in SACWIS. The Monitoring Log shall serve as notification to necessary stakeholders including Department, POS agency and facility administrators. Access and view rights are granted based on the type of SACWIS role an individual has. All individuals internal to the Department and contracted POS agencies/facilities who are required to report or receive notification of Personnel, Caregiver and Facility Related Incidents must have or shall gain SACWIS access.

All DCFS, POS agency and facility staff who are required to report Personnel, Caregiver and Facility Related incidents must have (or shall gain) SACWIS access. Access to SACWIS requires obtaining a SACWIS role, which may be requested by selecting OITS>Request Services>Request for SACWIS Role on the D-net. For additional assistance staff may contact the OITS HelpDesk at **800-610-2089**. (Staff should not contact the DCFS Office of Employee Services to request SACWIS access.)

Personnel, Caregiver and Facility Related Events will remain visible on the Monitoring Log for 10 days post disposition. All Personnel, Caregiver and Facility Related Events may be viewed post disposition via the Significant Event search function. (**Procedures 331.Appendix B, SACWIS Companion Guide for Reporting Significant Events** contains information on how to search for Significant Events.)

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A Critical Event Notification will be generated and visible via the Critical Event Monitoring Log when Personnel, Caregiver and Facility Related Incidents have been designated as Media-High Profile. The Critical Event Monitoring Log is viewable only by individuals with authorized access.

Personnel, Caregiver and Facility Related Critical Events will remain visible on the Monitoring Log for 14 days post disposition. All Personnel, Caregiver and Facility Related Critical Events may be viewed post disposition via the Significant Event search function.

External stakeholders (non-DCFS, POS agency or facility staff) may receive Significant Event Reports when authorized by the DCFS Director, the Office of the DCFS Guardian or DCFS Office of Legal Services.

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Subpart D – Interventions and Dispositions of Significant Events

Section 331.190 Child and Youth Specific Interventions and Dispositions

a) Interventions and Dispositions: CA/N Reports of Abuse/Neglect/Death and Human Trafficking Involving Children and Youth in Care or Served by the Department

Report Taken by SCR. When the information constitutes a report, the report will be “indicated” or “unfounded” by the assigned Child Protection Specialist and Supervisor within the time frames established in **Rule and Procedures 300**. The completion of the report, including actions associated with the investigative process, shall also serve as the disposition for the Significant Event.

b) Interventions and Dispositions: Non-CA/N Reports of Abuse/Neglect and Human Trafficking Involving Children and Youth in Care or Served by the Department

SCR Report Not Taken. When a report is not taken by SCR, the information must be recorded as a Child/Youth Incident in SACWIS and at least one intervention must be selected.

The incident is then dispositioned by the Supervisor of the child/youth’s assigned Permanency Worker, regardless of whether the Permanency Worker records the incident or if entry was done by another involved worker.

The following actions serve as possible interventions as well as dispositions. The Permanency Supervisor shall disposition the incident by reviewing the incident information, including the designated intervention(s). The Permanency Supervisor may disposition with no additional interventions selected OR may determine that additional actions are required and shall select the appropriate actions before dispositioning.

Note: ALL Child/Youth Incident dispositions (not including CA/N reports or reports to CIRU) are required to be completed by the Permanency Supervisor of the child/youth’s assigned Permanency Worker, regardless of whether the Permanency Worker or another worker (i.e., residential staff) recorded the incident.

If a Permanency Supervisor creates a Child/Youth Incident in SACWIS, the next managerial level above the Permanency Supervisor in the SACWIS organizational entity shall disposition the incident.

Prior to dispositioning the incident, supervisors must ensure that all required contacts have been documented in a contact incident note. These incident notes should be created within the child/youth incident. When incident notes are linked to the incident report, the readers (e.g., DCFS Director and management staff) will be able to immediately view the interventions and actions taken by the worker and supervisor in response to the incident.

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Possible Interventions at Incident Creation and Incident Disposition:

- Notify Law Enforcement;
- Notify Emergency Services/911;
- Parents/Relatives/Legal Guardians notified;
- Child or youth examined by medical professional;
- Child or youth evaluated by mental health professional;
- Consultation with DCFS/Agency Clinical Staff;
- Consultation with DCFS/Agency Nurse;
- Consultation with DCFS Educational Specialist;
- Child Sexual Behavior Evaluation;
- Emergency Placement/Placement Change;
- Safety Assessment;
- Implement Safety Plan;
- Other assessment (Explain);
- Substance Abuse Evaluation;
- Domestic Violence Evaluation;
- Service Plan reviewed/modified;
- Treatment Plan reviewed/modified;
- Program staffing levels adjusted;
- Reported to SCR;
- Special 1:1 Staffing; and/or
- Other.

c) **Interventions and Dispositions: Reports of Missing or Abducted Children and Youth in Care**

A Report shall be made to CIRU at **866-503-0184** within one hour for all missing or abducted Significant Events. The report to CIRU shall serve as the required initial intervention for locating and returning missing, runaway, and abducted children and youth.

Note: See **Procedures 329, Locating and Returning Missing, Runaway, and Abducted Children**, for the complete list of required actions / additional critical reporting requirements when a child or youth is determined to be missing.

When a child/youth in care who has been absent from his/her placement and was considered missing has returned or has been located, the Permanency Worker shall follow the disposition and de-briefing requirements set out in **Procedures 329.50, Return of Missing, Runaway, and Abducted Children/Youth**.

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d) Interventions and Dispositions: Child and Youth Incidents

Possible Interventions at Incident Creation and Incident Disposition:

- Notify Law Enforcement;
- Notify Emergency Services/911;
- Parents/Relatives/Legal Guardians notified;
- Child or youth examined by medical professional;
- Child or youth clinically evaluated by mental health professional;
- Consultation with DCFS/Agency Clinical Staff;
- Consultation with DCFS/Agency Nurse;
- Consultation with DCFS Educational Specialist;
- Child/Youth Sexual Behavior Evaluation;
- Emergency Placement/Placement Change;
- Safety Assessment;
- Implement Safety Plan;
- Other assessment (must explain in SACWIS Child/Youth Incident narrative);
- Substance Abuse Evaluation;
- Domestic Violence Evaluation;
- Service Plan reviewed/modified;
- Treatment Plan reviewed/modified;
- Program staffing levels adjusted;
- Reported to SCR;
- Special 1:1 Staffing; and/or
- Other (must explain in SACWIS Child/Youth Incident narrative).

e) Restrictive Behavior Management Interventions for Child and Youth Incidents

Restrictive Behavior Interventions for children and youth in residential child care facilities include:

- Restraint/Physical Hold.

The crisis intervention and prevention procedures and models listed below are those procedures and models approved by the Department of Children and Family Services. These approved models are listed in **Rule 384.Appendix A, Matrix of Behavior Treatment Techniques**. The procedures are taught as part of mandatory training expressly for use in responding to emergency situations when a child presents dangerous behavior that could not have been anticipated, or the procedures specified in the child's current individual treatment plan would not successfully control the imminently dangerous behavior.

Crisis Prevention Institute (CPI)

- CPI Children's Control Position
- CPI Team Position
- CPI Advanced

The Mandt System

- MANDT

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Professional Assault Response Training (PART)

- PART Team Seated Restraint
- PART Team Floor Restraint
- PART Team Standing Restraint

Therapeutic Crisis Intervention (TCI)

- TCI Standing Restraint
- TCI Prone Restraint
- TCI Three-Person Prone Restraint
- TCI Supine Restraint
- TCI Seated Restraint
- TCI Small Child Restraint

Note: The **Crisis Intervention Training Associates (CITA)** model is no longer used in DCFS-authorized placements.

“Manual Restraint” is defined in **Rule 384, Behavior Treatment in Residential Child Care Facilities**, and authorized use of manual restraint is described in **Rule 384.50, Behavior Management Requirements for the Use of Manual Restraints**.

Manual restraint may only be used as an intervention when a child or youth is a threat of physical harm to self or others. The use of manual restraint is limited to secure child care facilities, child care institutions, group homes and youth emergency shelters licensed by the Department. No other facility licensed by the Department is authorized to use manual restraint.

- **Seclusion**

“Seclusion” is defined in **Rule 384, Behavior Treatment in Residential Child Care Facilities**, and authorized use of seclusion is described in **Rule 384.70, Behavior Management Requirements for the Use of Seclusion**.

Seclusion is limited to children age six and older who have been placed in a child care facility and who pose a threat of physical harm to themselves or others. The use of seclusion is limited to secure child care facilities, child care institutions, group homes and youth emergency shelters licensed by the Department. No other facility licensed by the Department is authorized to use seclusion.

Additional Persons Who Must Be Notified

A Significant Event Report indicating an instance of seclusion lasting more than 15 minutes beyond the time that behaviors for which the seclusion was ordered have ceased or any seclusion lasting longer than 2 hours total must also be sent to the Deputy Director of the Division of Clinical Services and the facility’s licensing representative.

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f) Child or Youth Injured During Restrictive Behavior Management (Manual Restraint)

Injury to a child or youth in care that occurs during a restrictive behavior restraint shall be recorded as part of the intervention documentation in SACWIS. The injury must have been incidental and occurred during the course of the restraint. Examples of injuries that a child or youth may suffer during manual restraint include, but are not limited to: broken bones, bruises, bumps, strains or rug burns.

Section 331.200 Personnel, Caregiver and Facility Related Interventions and Dispositions

Personnel, Caregiver and Facility Related Interventions and Dispositions include:

- Notify Law Enforcement;
- Notify Emergency Services/911;
- Notify Fire Department;
- Perform Emergency Response/Disaster Protocol;
- Notify OIG;
- Notify Family/Emergency Contact;
- Notify Management/Chain of Command;
- Notify Department Office of Employee Services, or POS Personnel or HR Equivalent;
- Consultation with DCFS/Agency Clinical Staff; and/or
- Other (explain).

Section 331.210 Final Disposition

The Final Disposition of a Child and Youth Specific Event is determined by the event type. The Final Disposition must sufficiently communicate how risks to children and youth have been mitigated or resolved and appropriately addressed by those responsible.

Significant Events that include CA/N reports of Abuse/Neglect/Death and Human Trafficking are dispositioned via the completion of the CA/N report, including actions associated with the investigative process. Final disposition is recorded by the assigned Child Protection Supervisor through the investigation approval process.

Significant Events that include Reports of Missing or Abducted Children or Youth in Care are dispositioned when a child or youth previously considered missing has returned or has been located and the Permanency Worker completes the disposition and de-briefing requirements set out in **Procedures 329.50, Return of Missing, Runaway, and Abducted Children/Youth.**

Child and Youth Incidents including non-CA/N reports of Abuse/Neglect and Human Trafficking are dispositioned when the Supervisor of the child/youth's assigned Permanency Worker reviews and records the incident disposition in SACWIS.

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Final Disposition of Personnel, Caregiver and Facility Related Events require disposition by the responsible Division as outlined below in **Procedures 331.220, Responsibility for Final Review and Disposition**. With the exception of DCFS Employee Related Events and those Events involving unlicensed relative caregivers, incidents will automatically close within 10 days of the event creation unless a disposition is manually entered by a DCFS, POS or facility administrator. The designated supervisor or manager is responsible to view the Monitoring Log on a daily basis and to review each assigned event ensure the documented intervention is sufficient. If additional actions are necessary, the designated supervisor or manager must record that information as part of the disposition within 10 days of a recorded event.

Section 331.220 Responsibility for Final Review and Disposition

In most instances, the Final Disposition will be entered into the Child/Youth Incident Reporting function in SACWIS by the Supervisor of the DCFS/POS reporter. The person who records the incident cannot also complete the Final Disposition. The Supervisor must agree that the actions taken in response to the incident are appropriate to alleviate risks to the health, safety or welfare of persons involved, or that a non-case related situation has been dealt with to the extent that it is no longer extraordinary or that it has been brought to the attention of the appropriate persons for follow-up.

Final Dispositions for Child and Youth Related Events must be recorded within 5 days (excluding weekends and holidays).

As noted, Final Dispositions shall be recorded in Personnel, Caregiver and Facility Related Events within 10 days of the event creation. With the exception of all DCFS Employee related events and those events involving unlicensed relative caregivers, incidents will automatically close within 10 days of the event creation unless a disposition is manually entered by a DCFS, POS or facility administrator.

The person responsible for final review and entering the Final Disposition shall be:

- **For children and youth in care or served by the Department, regardless of living arrangement (includes children/youth placed in residential facilities where incidents were recorded by the residential provider)** - Supervisor of the assigned Permanency Worker or Intact Family Services Worker;
- **For death events involving children/youth not in DCFS care** – Respective Area Administrator;
- **For POS agency offices** – Designated individuals within Agency Monitoring and Agency Performance Teams (APT);
- **For residential/group home facility related incidents** – Designated individuals within Residential Monitoring;
- **For ILO/TLP facility related incidents and youth apartments** – Designated individuals within Residential Monitoring;
- **For day care providers/facility related incidents** – Respective Day Care Licensing Supervisors;
- **For DCFS foster homes** - Respective DCFS Foster Care Licensing Supervisor;

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- **For POS foster homes** - Respective POS Foster Care Licensing Supervisor/Staff;
- **DCFS licensed relative caregivers** – Respective DCFS Licensing Supervisor;
- **POS licensed relative caregivers** – Respective POS Licensing Supervisor;
- **Unlicensed relative caregivers**- Supervisor of the assigned Permanency Worker;
- **For DCFS Personnel** – The immediate supervisor of involved employee, or the next level administrator if the immediate supervisor is not available; and
- **For POS Personnel** – Designated individuals within Agency Monitoring and APT.

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Appendix A - Significant Events Report Categories
 At-A-Glance Table

Section 331.50, All Death Reports, Human Trafficking and Abuse/Neglect Reports Involving a Child/Youth in Care and Section 331.80, Reporting Child and Youth Significant Events for Children and Youth in Intact Family Service Cases	
a) Death Reports Involving Children and Youth	
Death, DCFS Child or Youth in Care/Served by the Department, or Death, DCFS Child or Youth in Care/Served through Intact Family Services	Contact SCR
Death, Former Child or Youth in Care (within one year of discharge from DCFS guardianship or custody)	Contact SCR
Death, Non-DCFS Child/Youth in Care	Contact SCR
b) Alleged Abuse/Neglect Reports of Children and Youth in Care or Served by the Department	
Alleged Sexual Abuse of a Child or Youth	Contact SCR
Alleged Physical Abuse of a Child or Youth	Contact SCR
Alleged Sexual Assault of a Child or Youth	Contact SCR
Alleged Neglect of a Child or Youth	Contact SCR
Alleged Emotional/Verbal Abuse of a Child or Youth	Contact SCR
Allegation #84-B Lock Out-Psychiatric Admission	Contact SCR
c) Reports of Human Trafficking Involving Children/Youth in Care or Served by the Department	
Suspected Victim of Human Trafficking	Contact SCR
Confirmed Victim of Human Trafficking	Contact SCR

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Section 331.60, Reports of Missing or Abducted Children and Youth in Care	
Child or Youth in Care Missing from Placement	
Abducted from Placement	Contact CIRU
Whereabouts Unknown	Contact CIRU
Whereabouts Unknown, Periodic Contact with Caseworker	Contact CIRU

Section 331.70, Alleged Child and Youth Incidents and Contributing Circumstances	
a) Alleged Child Abuse/Neglect and Human Trafficking (When Report Not Taken by SCR)	
Alleged Victim of Sexual Abuse	Create Child/Youth Incident
Alleged Victim of Physical Abuse/Assault	Create Child/Youth Incident
Alleged Victim of Sexual Assault	Create Child/Youth Incident
Alleged Victim of Neglect	Create Child/Youth Incident
Alleged Victim of Emotional Abuse	Create Child/Youth Incident
Confirmed or Suspected Victim of Human Trafficking	Create Child/Youth Incident

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b) Encounters with Law Enforcement	
Child or Youth Arrested*	Create Child/Youth Incident
Child or Youth Charged with a Crime*	Create Child/Youth Incident
Child or Youth Convicted of a Crime*	Create Child/Youth Incident
<p>* Arrest/Charge/Conviction Offenses:</p> <ul style="list-style-type: none"> ○ Arson ○ Bodily Harm to another ○ Burglary ○ Curfew ○ Deadly Weapon-firearm ○ Deadly Weapon-other ○ Disorderly Conduct ○ Falsification of Information ○ Fraud ○ Harassment ○ Harm to Animal ○ Homicide ○ Human Trafficking Perpetrator ○ Identification card violation ○ Kidnapping ○ Larceny/Theft ○ Motor vehicle violation ○ Other offense not listed ○ Possession of Controlled Substance ○ Property damage ○ Robbery ○ Sex offense ○ Stalking ○ Traffic violation ○ Trespassing ○ Under the influence ○ Violation of order of protection 	
Child or Youth Encounter with Law Enforcement-No Arrest	Create Child/Youth Incident

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c) Peer to Peer Youth Violence (Non-Fatal)	
Youth Victimized-Firearm	Create Child/Youth Incident
Youth Victimized-Physical/Bodily Harm	Create Child/Youth Incident
Youth Victimized-Other Violent Act	Create Child/Youth Incident
Youth Victimized-Other Weapon	Create Child/Youth Incident
Youth Victimized-Stabbing	Create Child/Youth Incident
d) Behavior Related Incidents	
Displays Physically Aggressive Behavior	Create Child/Youth Incident
Personal Injury, Property Damage or Bodily Injury Over \$50.00 Caused by the Actions of a Child or Youth	Create Child/Youth Incident
Child or Youth in Possession of Weapon and/or Ammunition	Create Child/Youth Incident
Violation of a Court Order (juvenile, civil, criminal – requires court order/finding)	Create Child/Youth Incident
Suspected Alcohol or Substance Abuse by a Child or Youth	Create Child/Youth Incident
Child or Youth Suspended from School	Create Child/Youth Incident
Child or Youth Expelled from School	Create Child/Youth Incident
Threatening or Attempting Elopement	Create Child/Youth Incident
Parent/Case Member Threat Against Employee or Facility	Create Child/Youth Incident
Violation/Misuse of Social Media	Create Child/Youth Incident

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e) Sexualized Behavior Incidents	
Sexualized Behavior	Create Child/Youth Incident
Sexually Problematic Behavior	Create Child/Youth Incident
f) Medical/Psychiatric Incidents	
Child or Youth Refused Medication	Create Child/Youth Incident
Medication Dispensing Error <ul style="list-style-type: none"> ○ Overdosed; ○ Under dosed; ○ Wrong medication given; or ○ Missed dose. 	Create Child/Youth Incident
Medication - Adverse Reaction	Create Child/Youth Incident
Allergic/Adverse Reactions (includes food and environmental allergies)	Create Child/Youth Incident
Incidents of Suicidal Threats or Attempts	Create Child/Youth Incident
Psychotropic Medication - Emergency Administration	Create Child/Youth Incident
Psychiatric Emergency	Create Child/Youth Incident
Hospitalization-Psychiatric Admission	Create Child/Youth Incident
Hospitalization-General Admission	Create Child/Youth Incident
Other Hospitalization	Create Child/Youth Incident
Emergency Treatment	Create Child/Youth Incident
Surgical Treatment	Create Child/Youth Incident

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g) Injury Related Incidents	
Accidental Injury/Wound Requiring Medical Attention (does not include injury related to restraints)	Create Child/Youth Incident
Self-Inflicted Injury/Wound Requiring Medical Attention (includes cutting/self-mutilation)	Create Child/Youth Incident
Child or Youth Involved in an Accident (vehicular, sports related, falls, other)	Create Child/Youth Incident
h) Identification of a Pregnant or Parenting Child or Youth in Care	
Includes: <ul style="list-style-type: none"> ○ Pregnant Youth ○ Parenting Youth-Mother ○ Parenting Youth-Father ○ Youth Paramour Pregnancy (a child/youth in care believes he may have impregnated a paramour, or believes he is the father of a child not yet born) ○ Delivery ○ Miscarriage; ○ Pregnancy Unfounded (confirmed negative or paternity negative); or ○ Stillbirth 	Create Child/Youth Incident
i) Child and Youth Circumstances Involving Caregivers	
Caregiver of a Child or Youth in Care-Media Related	Create Child/Youth Incident
Fire/Natural Disaster Damaged or Affected Unlicensed Relative Caregiver Home	Create Child/Youth Incident
Hazardous Physical Condition Discovered at Unlicensed Relative Caregiver Home	Create Child/Youth Incident
Unlicensed Caregiver Arrested, Charged With, Convicted of a Crime	Create Child/Youth Incident
Unlicensed Caregiver of a Child or Youth in Care-Media Related	Create Child/Youth Incident

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j) Media Involvement/High Profile Child/Youth Events	
Media-High Profile Events <ul style="list-style-type: none"> ○ Related to current open case ○ Related to current open investigation ○ Related to former case/youth in care 	Click Media/High Profile/Critical event
Section 331.140, Significant Events Involving Personnel, Caregivers and Facilities	
a) Personnel Related Incidents <ul style="list-style-type: none"> ○ DCFS Personnel Arrested, Charged With, Convicted of a Crime; ○ POS/Facility Personnel Arrested, Charged With, Convicted of a Crime; ○ DCFS Personnel has Unauthorized Firearm on Premises; ○ POS/Facility Personnel has Unauthorized Firearm on Premises; ○ DCFS Personnel Victim of Workplace Violence or Threat of Violence; ○ POS/Facility Personnel Victim of Workplace Violence or Threat of Violence; ○ DCFS Personnel Perpetrator of Workplace Violence or Threat of Violence; ○ POS/Facility Personnel Perpetrator of Workplace Violence or Threat of Violence; ○ DCFS Personnel Work Related Injury/Medical Emergency; ○ POS/Facility Personnel Work Related Injury/Medical Emergency; ○ DCFS Personnel Motor Vehicle Accident-Department Owned or Leased Vehicle; ○ POS/Facility Personnel Motor Vehicle Accident-Agency Owned or Leased Vehicle; ○ DCFS Personnel Motor Vehicle Accident-Personal or Rented Vehicle; and ○ POS/Facility Personnel Motor Vehicle Accident-Personal or Rented Vehicle. 	Create Personnel/Caregiver/Facility Incident

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<p>b) Caregiver Related Incidents</p> <ul style="list-style-type: none">○ DCFS Foster Parent Arrested, Charged With, Convicted of a Crime;○ POS Foster Parent Arrested, Charged With, Convicted of a Crime;○ DCFS Licensed Relative Caregiver Arrested, Charged With, Convicted of a Crime;○ POS Licensed Relative Caregiver Arrested, Charged With, Convicted of a Crime;○ Fire/Natural Disaster Damaged or Affected DCFS Foster Home;○ Fire/Natural Disaster Damaged or Affected POS Foster Home;○ Fire/Natural Disaster Damaged or Affected DCFS Licensed Relative Home;○ Fire/Natural Disaster Damaged or Affected POS Licensed Relative Home;○ Hazardous Physical Conditions Discovered at a DCFS Foster Home;○ Hazardous Physical Conditions Discovered at a POS Foster Home;○ Hazardous Physical Conditions Discovered at a DCFS Licensed Relative Home;○ Hazardous Physical Conditions Discovered at a POS Licensed Relative Home; and <p>Note: The following unlicensed caregiver incidents are recorded from within the SACWIS case (family or child) (See Procedures 331.70(i), Child and Youth Circumstances Involving Caregivers)</p> <ul style="list-style-type: none">○ Caregiver of a Child or Youth in Care-Media Related○ Fire/Natural Disaster Damaged or Affected Unlicensed Caregiver Home○ Hazardous Physical Conditions Discovered at an Unlicensed Caregiver Home; and○ Unlicensed Relative Caregiver Arrested, Charged With, Convicted of a Crime;○ Unlicensed Caregiver of a Child or Youth in Care-Media Related.	<p>Create Personnel/Caregiver/Facility Incident</p>
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<p>c) Facility Related Incidents</p> <ul style="list-style-type: none">○ Bribery or Attempted Bribery of DCFS Personnel;○ Bribery or Attempted Bribery of POS/Facility Personnel;○ Closed Case / Former Child or Youth in Care-Media Related;○ Day Care Provider Arrested, Charged With, Convicted of a Crime;○ Falsification of Credentials or Records;○ Misrepresentation of Services or Costs;○ Fire/Natural Disaster Damaged or Affected Daycare Facility;○ Fire/Natural Disaster Damaged or Affected DCFS Office;○ Fire/Natural Disaster Damaged or Affected POS Office/Facility;○ Fire/Natural Disaster Damaged or Affected Youth Apartment;○ Hazardous Physical Conditions Discovered at a Day Care Facility;○ Hazardous Physical Conditions Discovered at a DCFS Office;○ Hazardous Physical Conditions Discovered at a POS Office/Facility/Day Care;○ Hazardous Physical Conditions Discovered at a Youth Apartment;○ Non-Child/Youth in Care Injury at Day Care Facility;○ Other Day Care Related Incident;○ Robbery or Burglary Occurred on Premises-Day Care Facility;○ Robbery or Burglary Occurred on Premises-DCFS Office;○ Robbery or Burglary Occurred on Premises-POS Office/Facility;○ Robbery or Burglary Occurred on Premises-Youth Apartment;○ Threat Made Against Day Care Facility;○ Threat Made Against DCFS Office;○ Threat Made Against POS Office;○ Threat Made Against Youth Apartment;○ Serious Incident Resulting in Legal Action Against Facility; or○ Serious Incident Resulting in Legal Action Taken by Facility.	<p>Create Personnel/Caregiver/Facility Incident</p>
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<p>d) Media Involvement/High Profile Personnel, Caregiver or Facility Events</p> <ul style="list-style-type: none">• Media-High Profile Event <p>This means any incident or SCR report that currently has or has had media involvement or there is a media inquiry that is not part of a Department planned or sponsored public service communication, education/training or similar public service effort. Such incidents include, but are not limited to, those that involve a child or youth for whom the Department is legally responsible or who was recently involved with the Department, persons served by the Department, child care facilities licensed by the Department, staff of the Department or a POS agency, or litigation affecting a POS agency. Media or high-profile personnel/caregiver/facility Critical Events are generally:</p> <ul style="list-style-type: none">○ Related to a current open investigation involving a licensed facility/day care facility or foster home;○ Legal action against an employee, facility or other DCFS or POS entity; or○ Press related to the care of children and youth served by the Department in facilities, including day care facilities. <p>Media related incidents that involve licensed or unlicensed caregivers automatically default the “media/high profile/critical event” indicator to “checked” in SACWIS.</p> <p>A Critical Event notification will be generated and visible via the Critical Event Log when a Significant Event including a CA/N report and Child/Youth Incident has been reported to include media involvement or has been designated as high profile.</p>	<p>Click Media/High Profile/Critical Event</p>
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Appendix C - Child/Youth Incidents-Complete List

a) Alleged Child Abuse/Neglect and Human Trafficking (When Report Not Taken by SCR)
Alleged Victim of Sexual Abuse
Alleged Victim of Physical Abuse/Assault
Alleged Victim of Sexual Assault
Alleged Victim of Neglect
Alleged Victim of Emotional Abuse
Confirmed or Suspected Victim of Human Trafficking
b) Encounters with Law Enforcement
Child or Youth Arrested
Child or Youth Charged with a Crime
Child or Youth Convicted of a Crime
<p>Arrest/Charge/Conviction Offenses:</p> <ul style="list-style-type: none"> ○ Arson ○ Bodily Harm to another ○ Burglary ○ Curfew ○ Deadly Weapon-firearm ○ Deadly Weapon-other ○ Disorderly Conduct ○ Falsification of Information ○ Fraud ○ Harassment ○ Harm to Animal ○ Homicide ○ Human Trafficking Perpetrator ○ Identification card violation ○ Kidnapping ○ Larceny/Theft ○ Motor vehicle violation ○ Other offense not listed here (describe) ○ Possession of Controlled Substance ○ Property damage ○ Robbery ○ Sex offense ○ Stalking ○ Traffic violation ○ Trespassing ○ Under the influence ○ Violation of order of protection
Child or Youth Encounter with Law Enforcement - No Arrest

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c) Peer to Peer Youth Violence (Non-Fatal)
Youth Victimized-Firearm
Youth Victimized-Physical/ Bodily Harm
Youth Victimized-Other Violent Act
Youth Victimized-Other Weapon
Youth Victimized-Stabbing
d) Behavior Related Incidents
Displays Physically Aggressive Behavior
Personal Injury, Property Damage or Bodily Injury Over \$50.00 Caused by the Actions of a Child or Youth
Child or Youth in Possession of Weapon and/or Ammunition
Violation of a Court Order (juvenile, civil, criminal - requires court order/finding)
Property Damage of a Child or Youth Over \$50.00
Suspected Alcohol or Substance Abuse by a Child or Youth
Child or Youth Suspended from School
Child or Youth Expelled from School
Threatening or Attempting Elopement
Parent/Case Member Threat Against Employee or Facility
Violation/Misuse of Social Media
e) Sexualized Behavior Incidents
Sexualized Behavior
Sexually Problematic Behavior
f) Medical/Psychiatric Incidents
Child or Youth Refuses Medication
Medication Dispensing Error
Medication – Adverse Reaction
Allergic/Adverse Reaction (includes food and environmental allergies)
Incidents of Suicidal Threats or Attempts
Psychotropic Medication – Emergency Administration
Psychiatric Emergency
Hospitalization-Psychiatric Admission
Hospitalization-General Admission
Other Hospitalization
Emergency Treatment
Surgical Treatment

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g) Injury Related Incidents
Accidental Injury/Wound Requiring Medical Attention (does not include injury related to restraints)
Self-Inflicted Injury/Wound Requiring Medical Attention (includes cutting/self-mutilation)
Child or Youth Involved in an Accident (vehicular, sports related, falls, other)
h) Identification of a Pregnant or Parenting Child or Youth in Care
Pregnant Youth
Parenting Youth-Mother
Parenting Youth-Father
Youth Paramour Pregnancy (a child/youth in care believes he may have impregnated a paramour, or believes he is the father of a child not yet born)
Delivery
Miscarriage
Pregnancy Unfounded (confirmed negative or paternity negative)
Stillbirth
i) Child and Youth Circumstances Involving Caregivers
Caregiver of a Child or Youth in Care-Media Related
Unlicensed Caregiver of a Child or Youth in Care-Media Related
Hazardous Physical Condition Discovered at Unlicensed Relative Caregiver Home
Fire/Natural Disaster Damaged or Affected Unlicensed Relative Caregiver Home
Unlicensed Relative Caregiver Arrested, Charged with or Convicted of a Crime
j) Media Involvement/High Profile Child/Youth Events
Media-High Profile Events

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Appendix D - Significant Events Report – Additional Contact and Notification Requirements

Section 331.50, All Death Reports, Human Trafficking and Abuse/Neglect Reports Involving a Child/Youth in Care and Section 331.80, Reporting Child and Youth Significant Events for Children and Youth in Intact Family Service Cases	
a) Significant Events Involving Death of Any Child/Youth	
<ul style="list-style-type: none"> ○ Death, DCFS Child or Youth in Care/Served by the Department ○ Death, DCFS Child or Youth in Care/Served through Intact Family Services 	<p>Contact SCR</p> <p>Permanency Worker also contacts:</p> <ul style="list-style-type: none"> • Law enforcement authorities; • The child or youth’s Guardian Ad Litem; • DCFS Guardian; • Parents, siblings, family members and visiting resources; • DCFS OIG at 800-722-9124 if the incident occurs on the premises of a DCFS/POS licensed facility <u>or</u> there was an open service case or DCP investigation within preceding 12 months; and • DCFS/POS Licensing Unit that supervises the license if the incident occurs in a DCFS-licensed home/facility.
<ul style="list-style-type: none"> ○ Death, Former Child or Youth in Care (within one year of discharge from guardianship) 	<p>Contact SCR</p> <p>If report taken, Child Protective Service Worker contacts:</p> <ul style="list-style-type: none"> • Law enforcement authorities; • Other required contacts as outlined in Procedures 300; and • DCFS OIG at 800-722-9124 if there was an open service case or DCP investigation within preceding 12 months.
<ul style="list-style-type: none"> ○ Death, Non-DCFS Child/Youth in Care 	<p>Contact SCR</p> <p>If report taken, Child Protective Service Worker contacts:</p> <ul style="list-style-type: none"> • Law enforcement authorities; • Other required contacts as outlined in Procedures 300; • DCFS OIG at 800-722-9124 if the incident occurs on the premises of a DCFS/POS licensed facility; and • DCFS/POS Licensing Unit that supervises the license if the incident occurs in a DCFS-licensed home/facility.

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b) Alleged Abuse/Neglect Reports of Children and Youth in Care or Served by the Department	
<ul style="list-style-type: none"> ○ Alleged Sexual Abuse of a Child or Youth ○ Alleged Sexual Assault of a Child or Youth ○ Alleged Physical Abuse of a Child or Youth ○ Alleged Neglect of a Child or Youth ○ Alleged Emotional/Verbal Abuse of a Child or Youth 	<p>Contact SCR</p> <p>If report taken, Child Protective Service Worker notifies:</p> <ul style="list-style-type: none"> • Law enforcement authorities; and • Other required contacts as outlined in Procedures 300. <p>Permanency Worker notifies:</p> <ul style="list-style-type: none"> • The child or youth’s Guardian Ad Litem; • DCFS Guardian; • Parents, siblings, family members and visiting resources; • Child/youth’s mental health professional; • DCFS OIG at 800-722-9124 if the incident occurs on the premises of a DCFS/POS licensed facility; and • DCFS/POS Licensing Unit that supervises the license if the incident occurs in a DCFS-licensed home/facility.
<ul style="list-style-type: none"> ○ Allegation #84-B Lock Out-Psychiatric Admission 	<p>Contact SCR (No additional reporting requirements)</p>
c) Reports of Human Trafficking Involving Children/Youth in Care or Served by the Department	
<ul style="list-style-type: none"> ○ Suspected Victim of Human Trafficking ○ Confirmed Victim of Human Trafficking 	<p>Contact SCR</p> <p>If report taken, Child Protective Service Worker notifies:</p> <ul style="list-style-type: none"> • Law enforcement authorities; and • Other required contacts as outlined in Procedures 300. <p>Permanency Worker notifies:</p> <ul style="list-style-type: none"> • The child or youth’s Guardian Ad Litem; • DCFS Guardian; • Parents, siblings, family members and visiting resources; • Child/youth’s mental health professional; • DCFS OIG at 800-722-9124 if the incident occurs on the premises of a DCFS/POS licensed facility; and • DCFS/POS Licensing Unit that supervises the license if the incident occurs in a DCFS-licensed home/facility.

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Section 331.60 Reports of Missing or Abducted Children and Youth in Care	
<p>Child or Youth in Care Missing from Placement</p> <ul style="list-style-type: none"> ○ Abducted from Placement ○ Whereabouts Unknown ○ Whereabouts Unknown, Periodic Contact with Caseworker 	<p>Contact CIRU</p> <p>Permanency Worker notifies:</p> <ul style="list-style-type: none"> • The child or youth’s Guardian Ad Litem; • Other required contacts as outlined in Procedures 329.
Section 331.70 Alleged Child and Youth Incidents and Contributing Circumstances	
a) Alleged Child Abuse/Neglect and Human Trafficking (When Report Not Taken by SCR)	
<ul style="list-style-type: none"> ○ Alleged Victim of Sexual Abuse ○ Alleged Victim of Physical Abuse/Assault ○ Alleged Victim of Sexual Assault ○ Alleged Victim of Neglect ○ Alleged Victim of Emotional Abuse ○ Alleged or Suspected Victim of Human Trafficking 	<p>Create Child/Youth Incident</p> <p>Permanency Worker notifies:</p> <ul style="list-style-type: none"> • The child or youth’s Guardian Ad Litem; • After gathering information from the child/youth or reporting source, the Permanency Worker and Supervisor shall determine the necessary contacts; • DCFS OIG at 800-722-9124 if the incident occurs on the premises of a DCFS/POS licensed facility; • DCFS/POS Licensing Unit that supervises the license if the incident occurs in a DCFS-licensed home/facility or the alleged perpetrator is a licensed foster parent or facility employee.

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b) Encounters with Law Enforcement	
<ul style="list-style-type: none"> ○ Child or Youth Arrested* ○ Child or Youth Charged with a Crime* ○ Child or Youth Convicted of a Crime* <ul style="list-style-type: none"> *Arrest/Charge/Conviction Offenses: <ul style="list-style-type: none"> • Arson • Bodily Harm to another • Burglary • Curfew • Deadly Weapon-firearm • Deadly Weapon-other • Disorderly Conduct • Falsification of Information • Fraud • Harassment • Harm to Animal • Homicide • Human Trafficking Perpetrator • Identification card violation • Kidnapping • Larceny/Theft • Motor vehicle violation • Other offense not listed here (describe) • Possession of Controlled Substance • Property damage • Robbery • Sex offense • Stalking • Traffic violation • Trespassing • Under the influence • Violation of order of protection ○ Child or Youth Encounter with Law Enforcement-No Arrest 	<p>Create Child/Youth Incident</p> <p>Permanency Worker or Intact Family Services Worker:</p> <ul style="list-style-type: none"> • After gathering information from the child/youth or reporting source, the Worker and Supervisor shall determine the necessary contacts; and • DCFS OIG at 800-722-9124 if the incident involves a violation of the Criminal Code. <p>In addition, the Permanency Worker notifies:</p> <ul style="list-style-type: none"> • The child or youth’s Guardian Ad Litem; • DCFS Guardian; and • For youth in care in residential placement, Section 331.70 for specific instructions on when and how to involve law enforcement for an incident.

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c) Peer to Peer Youth Violence (Non-Fatal)	
<ul style="list-style-type: none"> ○ Youth Victimized-Firearm ○ Youth Victimized-Physical/ Bodily Harm ○ Youth Victimized-Other Violent Act ○ Youth Victimized-Other Weapon ○ Youth Victimized-Stabbing 	<p>Create Child/Youth Incident</p> <p>Permanency Worker or Intact Family Services Worker:</p> <ul style="list-style-type: none"> • The child or youth’s Guardian Ad Litem; and • After gathering information from the child/youth or reporting source, the Worker and Supervisor shall determine the necessary contacts.
d) Behavior Related Incidents	
<ul style="list-style-type: none"> ○ Displays Physically Aggressive Behavior ○ Personal Injury, Property Damage or Bodily Injury Over \$50.00 Caused by the Actions of a Child or Youth ○ Child or Youth in Possession of Weapon and/or Ammunition ○ Violation of a Court Order (juvenile, civil, criminal – requires court order/finding) ○ Suspected Alcohol or Substance Abuse by a Child or Youth ○ Threatening or Attempting Elopement ○ Violation/Misuse of Social Media 	<p>Create Child/Youth Incident</p> <p>Permanency Worker or Intact Family Services Worker:</p> <ul style="list-style-type: none"> • After gathering information from the child/youth or reporting source, the Worker and Supervisor shall determine the necessary contacts. <p>In addition, Permanency Worker or Facility Staff notifies:</p> <ul style="list-style-type: none"> • DCFS Guardian; and • The child or youth’s Guardian Ad Litem.
<ul style="list-style-type: none"> ○ Child or Youth Suspended from School ○ Child or Youth Expelled from School 	<p>Create Child/Youth Incident</p> <p>Permanency Worker or Intact Family Services Worker:</p> <ul style="list-style-type: none"> • After gathering information from the child/youth or reporting source, the Worker and Supervisor shall determine the necessary contacts. <p>In addition, Permanency Worker or Facility Staff notifies:</p> <ul style="list-style-type: none"> • DCFS Guardian within 1 hour; and • The child or youth’s Guardian Ad Litem.
<ul style="list-style-type: none"> ○ Parent/Case Member Threat Against Employee or Facility 	<p>Create Child/Youth Incident</p> <p>Permanency Worker or Intact Family Services Worker notifies:</p> <ul style="list-style-type: none"> • Law enforcement authorities immediately; • Supervisor immediately; and • The child or youth’s Guardian Ad Litem.

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e) Sexualized Behavior Incidents	
<ul style="list-style-type: none"> ○ Sexualized Behavior ○ Sexually Problematic Behavior 	<p>Create Child/Youth Incident</p> <p>Permanency Worker or Intact Family Services Worker:</p> <ul style="list-style-type: none"> • The child or youth’s Guardian Ad Litem; and • After gathering information from the child/youth or reporting source, the Worker and Supervisor shall determine the necessary contacts.
f) Medical/Psychiatric Incidents	
<ul style="list-style-type: none"> ○ Child or Youth Refused Medication ○ Medication Dispensing Error <ul style="list-style-type: none"> • Overdosed • Under dosed • Wrong medication given • Missed dose ○ Medication - Adverse Reaction ○ Allergic/Adverse Reactions (includes food and environmental allergies) ○ Incidents of Suicidal Threats or Attempts ○ Psychotropic Medication - Emergency Administration ○ Psychiatric Emergency ○ Hospitalization-Psychiatric Admission ○ Hospitalization-General Admission ○ Other Hospitalization ○ Emergency Treatment ○ Surgical Treatment 	<p>Create Child/Youth Incident</p> <p>Permanency Worker or Intact Family Services Worker:</p> <ul style="list-style-type: none"> • The child or youth’s Guardian Ad Litem; and • After gathering information from the child/youth or reporting source, the Worker and Supervisor shall determine the necessary contacts.
g) Injury Related Incidents	
<ul style="list-style-type: none"> ○ Accidental Injury/Wound Requiring Medical Attention (does not include injury related to restraints) ○ Self-Inflicted Injury/Wound Requiring Medical Attention (includes cutting/self-mutilation) ○ Child or Youth Involved in an Accident (vehicular, sports related, falls, other) 	<p>Create Child/Youth Incident</p> <p>Permanency Worker or Intact Family Services Worker:</p> <ul style="list-style-type: none"> • The child or youth’s Guardian Ad Litem; and • After gathering information from the child/youth or reporting source, the Worker and Supervisor shall determine the necessary contacts.

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h) Identification of a Pregnant or Parenting Child or Youth in Care	
<ul style="list-style-type: none"> ○ Pregnant Youth ○ Parenting Youth-Mother ○ Parenting Youth-Father ○ Youth Paramour Pregnancy (a child/youth in care believes he may have impregnated a paramour, or believes he is the father of a child not yet born) ○ Delivery ○ Miscarriage ○ Pregnancy Unfounded (confirmed negative or paternity negative) ○ Stillbirth 	<p>Create Child/Youth Incident</p> <p>Whenever a medical exam confirms a child/in care is pregnant, the Permanency Worker notifies:</p> <ul style="list-style-type: none"> • Teen Parent Service Network (TPSN); • The child or youth's Guardian Ad Litem; and • Other required contacts outlined in Procedures 302.Appendix J.
i) Child and Youth Circumstances Involving Caregivers	
<ul style="list-style-type: none"> ○ Caregiver of a Child or Youth in Care-Media Related ○ Fire/Natural Disaster Damaged or Affected Unlicensed Caregiver Home ○ Hazardous Physical Condition Discovered at Unlicensed Caregiver Home ○ Unlicensed Caregiver Arrested, Charged With, Convicted of a Crime ○ Unlicensed Caregiver of a Child or Youth in Care-Media Related 	<p>Create Child/Youth Incident</p> <p>Permanency Worker or Intact Family Services Worker:</p> <ul style="list-style-type: none"> • The child or youth's Guardian Ad Litem; and • After gathering information from the child/youth or reporting source, the Worker and Supervisor shall determine the necessary contacts.
j) Media Involvement/High Profile Child/Youth Events	
<ul style="list-style-type: none"> ○ Media-High Profile Events <ul style="list-style-type: none"> • Related to current open case • Related to current open investigation • Related to former case/youth in care 	<p>Click Media/High Profile/Critical Event <u>or</u> Click DCFS/POS Personnel Related from Intake or Child/Youth Incident</p>

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Section 331.140, Significant Events Involving Personnel, Caregivers and Facilities	
<p>a) Personnel Related Incidents</p> <ul style="list-style-type: none"> ○ DCFS Personnel Arrested, Charged With, Convicted of a Crime; ○ POS/Facility Personnel Arrested, Charged With, Convicted of a Crime; ○ DCFS Personnel has Unauthorized Firearm on Premises; ○ POS/Facility Personnel has Unauthorized Firearm on Premises; ○ DCFS Personnel Victim of Workplace Violence or Threat of Violence; ○ POS/Facility Personnel Victim of Workplace Violence or Threat of Violence; ○ DCFS Personnel Perpetrator of Workplace Violence or Threat of Violence; ○ POS/Facility Personnel Perpetrator of Workplace Violence or Threat of Violence; ○ DCFS Personnel Work Related Injury/Medical Emergency; ○ POS/Facility Personnel Work Related Injury/Medical Emergency; ○ DCFS Personnel Motor Vehicle Accident-Department Owned or Leased Vehicle; ○ POS/Facility Personnel Motor Vehicle Accident-Agency Owned or Leased Vehicle; ○ DCFS Personnel Motor Vehicle Accident-Personal or Rented Vehicle; and ○ POS/Facility Personnel Motor Vehicle Accident-Personal or Rented Vehicle. 	<p>Create Personnel/Caregiver/Facility Incident</p> <p>Additional Reporting Requirements for Significant Events Involving DCFS Employees</p> <p>DCFS employee in possession of weapons and/or firearms on State premises:</p> <ul style="list-style-type: none"> • DCFS OIG at 800-722-9124. <p>Also: Per Administrative Procedures #16.6(a)(2), Staff Safety:</p> <ul style="list-style-type: none"> • vacate the premises if needed; • when safe, notify law enforcement and building manager/supervisor; • The injured employee, or supervisor/administrator if the employee is unable, must call TriStar at 855-495-1554 <u>within 24 hours</u>, and also call or email the DCFS Worker’s Compensation Coordinator at 217-524-2351 or DCFS.WorkersComp@illinois.gov <u>as soon as possible</u> to report the work-related incident; • An employee workplace fatality must be reported within eight (8) hours and an employee workplace injury resulting in admittance to a hospital and all losses of an eye must be reported within 24-hours to the Illinois OSHA Reporting Hotline at 800-782-7860.

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<p>b) Caregiver Related Incidents</p> <ul style="list-style-type: none">○ DCFS Foster Parent Arrested, Charged With, Convicted of a Crime;○ POS Foster Parent Arrested, Charged With, Convicted of a Crime;○ DCFS Licensed Relative Caregiver Arrested, Charged With, Convicted of a Crime;○ POS Licensed Relative Caregiver Arrested, Charged With, Convicted of a Crime;○ Fire/Natural Disaster Damaged or Affected DCFS Foster Home;○ Fire/Natural Disaster Damaged or Affected POS Foster Home;○ Fire/Natural Disaster Damaged or Affected DCFS Licensed Relative Home;○ Fire/Natural Disaster Damaged or Affected POS Licensed Relative Home;○ Hazardous Physical Conditions Discovered at a DCFS Foster Home;○ Hazardous Physical Conditions Discovered at a POS Foster Home;○ Hazardous Physical Conditions Discovered at a DCFS Licensed Relative Home; and○ Hazardous Physical Conditions Discovered at a POS Licensed Relative Home. <p>Note: The following unlicensed caregiver incidents are recorded from within the SACWIS case (family or child) (See Procedures 331.70(i), Child and Youth Circumstances Involving Caregivers);</p> <ul style="list-style-type: none">○ Caregiver of a Child or Youth in Care-Media Related;○ Fire/Natural Disaster Damaged or Affected Unlicensed Caregiver Home;○ Hazardous Physical Conditions Discovered at an Unlicensed Relative Home;○ Unlicensed Caregiver Arrested, Charged With, Convicted of a Crime; and○ Unlicensed Caregiver of a Child or Youth in Care-Media Related.	<p>Create Personnel/Caregiver/Facility Incident</p> <p>Additional Reporting Requirements for Significant Events Involving Caregivers:</p> <ul style="list-style-type: none">• Significant Events involving alleged violations of the Criminal Code by a foster parent or relative caregiver shall be immediately reported to the OIG at 800-722-9124.• Significant Events involving allegations of criminal activity by a licensed substitute caregiver and other possible licensing violations must be reported to the appropriate DCFS/POS licensing unit by phone or email.• In compliance with Procedures 383, DCFS/POS licensing staff shall take appropriate actions (or ensure that appropriate actions are taken) to ensure the health and safety of children/youth in the caregiver's home.
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<p>c) Facility Related Incidents</p> <ul style="list-style-type: none"> ○ Bribery or Attempted Bribery of DCFS Personnel; ○ Bribery or Attempted Bribery of POS/Facility Personnel; ○ Closed Case/Former Child or Youth in Care-Media Related; ○ Day Care Provider Arrested, Charged With, Convicted of a Crime; ○ Falsification of Credentials or Records ○ Misrepresentation of Services or Costs ○ Fire/Natural Disaster Damaged or Affected Day Care Facility; ○ Fire/Natural Disaster Damaged or Affected DCFS Office; ○ Fire/Natural Disaster Damaged or Affected POS Office/Facility; ○ Fire/Natural Disaster Damaged or Affected Youth Apartment; ○ Hazardous Physical Conditions Discovered at a Day Care Facility; ○ Hazardous Physical Conditions Discovered at a DCFS Office; ○ Hazardous Physical Conditions Discovered at a POS Office/Facility/Day Care; ○ Hazardous Physical Conditions Discovered at a Youth Apartment; ○ Non-Child/Youth in Care Injury at Day Care Facility; ○ Other Day Care Related Incident; ○ Robbery or Burglary Occurred on Premises-Day Care Facility; ○ Robbery or Burglary Occurred on Premises-DCFS Office; ○ Robbery or Burglary Occurred on Premises-POS Office/Facility; ○ Robbery or Burglary Occurred on Premises-Youth Apartment; ○ Threat Made Against Day Care Facility; ○ Threat Made Against DCFS Office; ○ Threat Made Against POS Office/Facility; ○ Threat Made Against Youth Apartment; ○ Serious Incident Resulting in Legal Action Against Facility; or ○ Serious Incident Resulting in Legal Action Taken by Facility. 	<p>Create Personnel/Caregiver/Facility Incident</p> <ul style="list-style-type: none"> • Significant Events involving bribery or attempted bribery of a DCFS employee shall be reported immediately by the employee to the DCFS Inspector General (OIG) at 800-722-9124 and to the employee’s supervisor. • Significant Events Involving Child Care Facilities and Child Welfare Agencies Licensed by DCFS <p>Upon learning that a Significant Event has occurred, DCFS-licensed child care facility, child welfare agency or day care facility, facility staff required to report Significant Events shall:</p> <ul style="list-style-type: none"> ○ during normal business hours, immediately notify the facility’s A&I or Day Care Licensing Representative of the event by phone. If after hours, call SCR; and ○ in consultation with the Licensing Representative and facility supervisor/administrator, take appropriate actions (or ensure that appropriate actions are taken) to ensure the health and safety of children in the facility.
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<p>d) Media Involvement/Media Inquiries Regarding Personnel, Caregivers or Facilities</p> <ul style="list-style-type: none">○ Media-High Profile Event Involving Personnel, Caregivers and Facilities <p>This means any incident or SCR report that currently has or has had media involvement or there is a media inquiry that is not part of a Department planned or sponsored public service communication, education/training or similar public service effort. Such incidents include, but are not limited to, those which involve a child or youth for whom the Department is legally responsible or who was recently involved with the Department, persons served by the Department, child care facilities licensed by the Department, staff of the Department or a POS agency, or litigation affecting a POS agency. Media or high profile personnel/caregiver/facility Critical Events are generally:</p> <ul style="list-style-type: none">• related to a current open investigation involving a licensed facility/day care facility or foster home;• legal action against an employee, facility or other DCFS or POS entity; or• press related to the care of children and youth served by the Department in facilities, including day care facilities. <p>Media related incidents that involve licensed or unlicensed caregivers in Section 331.70(i) above automatically default the “media/high profile/critical event” indicator to “checked” in SACWIS. A Critical Event notification will be generated and visible via the Critical Event Log when a Significant Event including a CA/N report and Child/Youth Incident has been reported to include media involvement or has been designated as high profile.</p>	<p>Click Media/High Profile/Critical Event</p>
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Appendix E – CA/N Allegations that Populate Both Significant and Critical Event Logs

At-A-Glance Table

<p>Note: All CA/N allegations display on the desktop (Caseload Developments) of the assigned Permanency or Intact Services Worker. However only certain allegations will populate the <u>Child and Youth Significant Event and Critical Event Monitoring Logs</u>. <i>The list below displays all allegations that will be visible via Child and Youth Significant Event Monitoring and Critical Event Monitoring logs</i></p>	
331.50 All Death Reports, Human Trafficking and Abuse/Neglect Reports Involving a Child or Youth in Care or Served by the Department	Allegation
a) Death Reports Involving Children and Youth	<ul style="list-style-type: none"> • #1 Death (Abuse) • #51 Death (Neglect)
b) Alleged Abuse/Neglect Reports of Children and Youth in Care or Served by the Department	<ul style="list-style-type: none"> • #2 Head Injuries (Abuse) • #52 Head Injuries (Neglect) • #4 Internal Injuries (Abuse) • #54 Internal Injuries (Neglect) • #5 Burns (Abuse) • #55 Burns (Neglect) • #6 Poison/Noxious Substances (Abuse) • #56 Poison/ Noxious Substances (Neglect) • #7 Wounds (Abuse) • #57 Wounds (Neglect) • #9 Bone Fractures (Abuse) • #59 Bone Fractures (Neglect) • #13 Sprains/Dislocations (Abuse) • #63 Sprains/Dislocations (Neglect) • #14 Tying/Close Confinement (Abuse Only) • #16 Torture (Abuse Only) • #19 Sexual Penetration (Abuse Only)
c) Reports of Human Trafficking Involving Children/Youth in Care or Served by the Department	<ul style="list-style-type: none"> • #40 Human Trafficking of Children (Abuse) • #90 Human Trafficking of Children (Neglect)

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Appendix F – Significant Events Involving Personnel, Caregivers and Facilities Guide

Section 331.140, Significant Events Involving Personnel, Caregivers and Facilities

Agency-wide incidents involving the Department and extensions of the Department such as contracted providers, caregivers and facilities shall be recorded as Personnel, Caregiver and Facility Related Incidents in SACWIS. These events do not include children and families served by the Department. Such events are strictly regarding Department or POS agency personnel, caregivers, or events that occur within or are about a facility.

a) Personnel Related Incident means an incident involving Department or POS employees where an arrest has occurred or is alleged to have occurred, or an employee has been injured in the workplace or on the job in an extension of their work environment, such as in the community, a client home or other location while performing official work duties. Personnel related incidents are confidential to the extent that the involved employee’s hierarchy, respective executives and Office of Employee Services representatives have access to view personnel related incidents in SACWIS. (Incidents involving Department or POS employees that do not involve criminal or alleged criminal activity or work-related injuries are Facility Related Incidents.) See **Procedures 331.140(a), Personnel Related Incidents**

Personnel Related Incidents:

- DCFS Personnel Arrested, Charged With, Convicted of a Crime
- POS/Facility Personnel Arrested, Charged With, Convicted of a Crime
- DCFS Personnel has Unauthorized Firearm on Premises
- POS/Facility Personnel has Unauthorized Firearm on Premises
- DCFS Personnel Perpetrator of Workplace Violence or Threat of Violence
- POS/Facility Personnel Perpetrator of Workplace Violence or Threat of Violence
- DCFS Personnel Work Related Injury/Medical Emergency
- POS/Facility Personnel Work Related Injury/Medical Emergency
- DCFS Personnel Motor Vehicle Accident-Department Owned or Leased Vehicle
- POS/Facility Personnel Motor Vehicle Accident-Agency Owned or Leased Vehicle
- DCFS Personnel Motor Vehicle Accident-Personal or Rented Vehicle
- POS/Facility Personnel Motor Vehicle Accident-Personal or Rented Vehicle.

These are entered in SACWIS via the *Create Personnel Incident* option on the SACWIS menu bar

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<p>b) Caregiver Related Incident means an incident involving a licensed or unlicensed relative caregiver, fictive kin, licensed foster parent or specialized foster parent. See Procedures 331.140(b), Caregiver Related Incidents</p>	
<p>Caregiver Related Incidents:</p> <ul style="list-style-type: none"> ○ DCFS Foster Parent Arrested, Charged With, Convicted of a Crime ○ POS Foster Parent Arrested, Charged With, Convicted of a Crime ○ DCFS Licensed Relative Caregiver Arrested, Charged With, Convicted of a Crime ○ POS Licensed Relative Caregiver Arrested, Charged With, Convicted of a Crime ○ Fire/Natural Disaster Damaged or Affected DCFS Foster Home ○ Fire/Natural Disaster Damaged or Affected POS Foster Home ○ Fire/Natural Disaster Damaged or Affected DCFS Licensed Relative Home ○ Fire/Natural Disaster Damaged or Affected POS Licensed Relative Home ○ Hazardous Physical Conditions Discovered at a DCFS Foster Home ○ Hazardous Physical Conditions Discovered at a POS Foster Home ○ Hazardous Physical Conditions Discovered at a DCFS Licensed Relative Home ○ Hazardous Physical Conditions Discovered at a POS Licensed Relative Home 	<p>These are entered in SACWIS via the <i>Create Facility/Caregiver Incident</i> option on the SACWIS menu bar</p>
<ul style="list-style-type: none"> ○ Caregiver of a Child or Youth in Care-Media Related 	<p>This is entered from the respective family or child case via the SACWIS Child/Youth Incident function.</p>
<p>The following incidents involve unlicensed caregivers:</p> <ul style="list-style-type: none"> ○ Unlicensed Relative Caregiver Arrested, Charged With, Convicted of a Crime ○ Fire/Natural Disaster Damaged or Affected Unlicensed Relative Caregiver Home ○ Hazardous Physical Conditions Discovered at an Unlicensed Relative Caregiver Home ○ Unlicensed Caregiver of a Child or Youth in Care-Media Related 	<p>See Procedures 331.70(i), Child and Youth Circumstances Involving Unlicensed Caregivers</p> <p>These are entered from the respective family or child case via the SACWIS Child/Youth Incident function.</p>

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Facility Related Incident means an incident involving the Department, agencies and extensions of the Department such as contracted providers. Facility incidents also include employee related incidents that do not involve criminal or alleged criminal activity or work-related injuries. See **Procedures 331.140(c), Facility Related Incidents**

Facility Related Incidents

- Bribery or Attempted Bribery of DCFS Personnel
- Bribery or Attempted Bribery of POS/Facility Personnel
- Closed Case / Former Child or Youth in Care-Media Related
- Day Care Provider Arrested, Charged With, Convicted of a Crime
- Falsification of Credentials or Records
- Misrepresentation of Services or Costs
- Fire/Natural Disaster Damaged or Affected Daycare Facility;
- Fire/Natural Disaster Damaged or Affected DCFS Office;
- Fire/Natural Disaster Damaged or Affected POS Office/Facility
- Fire/Natural Disaster Damaged or Affected Youth Apartment
- Hazardous Physical Conditions Discovered at a Day Care Facility
- Hazardous Physical Conditions Discovered at a DCFS Office
- Hazardous Physical Conditions Discovered at a POS Office/Facility/Day Care
- Hazardous Physical Conditions Discovered at a Youth Apartment
- Non-Child/Youth in Care Injury at Day Care Facility
- Other Day Care Related Incident
- Robbery or Burglary Occurred on Premises-Day Care Facility
- Robbery or Burglary Occurred on Premises-DCFS Office
- Robbery or Burglary Occurred on Premises-POS Office/Facility
- Robbery or Burglary Occurred on Premises-Youth Apartment
- Threat Made Against Daycare Facility
- Threat Made Against DCFS Office
- Threat Made Against POS Office
- Threat Made Against Youth Apartment
- Serious Incident Resulting in Legal Action Against Facility
- Serious Incident Resulting in Legal Action Taken by Facility

These are entered in SACWIS via the *Create Facility/Caregiver Incident* option on the SACWIS menu bar

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<p>Media-High Profile Event means an incident involving personnel, caregivers and facilities as defined above where there is current media involvement, or there has been a media inquiry that is not part of a Department planned or sponsored public service communication, education/training or similar public service effort. See Procedures 331.140(d), Media Involvement/Media Inquiries Regarding Personnel, Caregivers or Facilities.</p>	
<p>Media related incidents that involve licensed or unlicensed caregivers as outlined in section (i) above automatically default the “media/high profile/critical event” indicator to “checked” in SACWIS.</p> <p>A Critical Event notification will be generated and visible via the Critical Event Log when a Significant Event including a CA/N report and Child/Youth Incident has been reported to include media involvement or has been designated as high profile. (See Procedures 331.170(a), Child and Youth Significant Events that Generate a Critical Event Notification.)</p>	<p>These are entered in SACWIS via the <i>Create Facility/Caregiver Incident</i> option on the SACWIS menu bar</p>

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Appendix G – EMERGENCY ACTION PROTOCOL
for an Event Involving Serious Injury or Traumatic Event in The Line of Duty

This Protocol is to be a tool to guide employees, supervisors, managers and administrators when an emergency occurs and lists steps that should be taken to ensure staff safety and maintain operations that will enable the Department to continue to serve children and families as the office handles the emergency. This Protocol does not replace existing policy, but is a reminder of the important steps to take when an emergency occurs.

- The injured employee, when able to do so, should call **911** immediately if he/she is in a dangerous situation or needs immediate emergency assistance. If the employee is unable to do so, and a co-worker is present or is aware of the emergency, the co-worker should call **911** immediately.
- The injured employee's supervisor and/or next higher level administrator should be notified as soon as possible.
- When applicable, a supervisor or co-worker, with assistance from law enforcement if necessary, should arrange for the retrieval of the injured employee's possessions at the incident site.
- The injured employee, or supervisor/administrator if the employee is unable, must call TriStar at **855-495-1554** within 24 hours, and also call or email the DCFS Worker's Compensation Coordinator at **217-524-2351** or DCFS.WorkersComp@illinois.gov as soon as possible to report the work-related incident.
- An employee workplace fatality must be reported within eight (8) hours and an employee workplace injury resulting in admittance to a hospital and all losses of an eye must be reported within 24-hours to the Illinois OSHA Reporting Hotline at **800-782-7860**.
- The supervisor and/or next higher level administrator must notify the applicable Deputy Director and Labor Relations at **217-557-1747** or via email at LaborRel@illinois.gov. Labor Relations will notify AFSCME Council 31 or the Illinois Nurses Association (INA), depending upon the bargaining unit status of the employee.
- The supervisor or next higher level administrator must notify the local level union representative.
- The supervisor/administrator must contact the Regional Administrator or Deputy Director if security needs to be considered at the worksite. If approved, the Regional Administrator or Deputy Director shall contact the Office of Administrative Services to arrange for security.
- The supervisor/administrator shall consult with other area or regional management staff to provide relief to the affected office, if needed, such as detailed staff from other offices or other support services.

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- An employee, or supervisor if the employee is unable, can request up to three (3) paid administrative leave days due to a traumatic event. Requests shall be submitted up the supervisory chain to the applicable Deputy Director and to Labor Relations at **217-557-1747** or via email at LaborRel@illinois.gov. See **Administrative Procedure #16(f), Assistance for Staff Affected by Traumatic Events** for more information about assistance that may be offered to Department staff when a traumatic event occurs.
- AFSCME bargaining unit employees should be referred to the Personal Support Program (**800-647-8776**). Management staff and Illinois Nurses Association bargaining unit employees should be referred to the State Employee Assistance Program (**866-659-3848**). The Department's Office of Clinical Practice should be contacted to schedule on-site debriefing and counseling services.
- The employee or supervisor shall complete a Personnel Related Significant Event report in SACWIS within 24 hours after the incident in accordance with **Procedures 331, Significant Event Reports**.