

Resource Family/Unusual Incident or Injury Report

INSTRUCTIONS: A Resource Parent is to notify the RFA Agency, Placement Agency within 24 hours or by the next business day following the event. If the report was completed by telephone and did not include the required information, the resource parent will complete and submit this written report within 7 days of occurrence. Retain a copy of the report in the child's file and your RFA file. Written Directives Section 11-06 Reporting Requirements.

NAME OF RESOURCE FAMILY	APPROVAL NUMBER	TELEPHONE NUMBER
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ADDRESS	CITY, STATE, ZIP
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PERSONS/RESIDENTS INVOLVED	DATE OCCURRED	AGE	SEX	DATE OF ADMISSION

TYPE OF INCIDENT

☐ Unauthorized Abuse	☐ Alleged Client Abuse	☐ Rape	☐ Injury-Accident	☐ Medical Emergency
☐ Aggressive Act/Self	☐ Sexual	☐ Suicide Attempt	☐ Injury-Unknown Origin	☐ Other Sexual Incident
☐ Aggressive Act/Another Client	☐ Physical	☐ Other	☐ Injury-From another Client	☐ Theft
☐ Aggressive Act/Staff	☐ Psychological		☐ Injury-From Behavior Episode	☐ Fire
☐ Aggressive Act/Family, Visitors	☐ Financial		☐ Epidemic Outbreak	☐ Property Damage
☐ Alleged Violation of Rights	☐ Neglect		☐ Hospitalization	☐ Other (Explain)

DESCRIBE EVENT OR INCIDENT (INCLUDE DATE, TIME, LOCATION, PERPETRATOR, NATURE OF INCIDENT, ANY ANTECEDENT LEADING UP TO INCIDENT AND HOW PERSONS WERE AFFECTED, INCLUDING ANY INJURIES.

PERSON(S) WHO OBSERVED THE INCIDENT/INJURY

EXPLAIN WHAT IMMEDIATE ACTION WAS TAKEN (INCLUDE PERSONS CONTACTED):

MEDICAL TREATMENT NECESSAR?	YES ☐	NO ☐	IF YES, GIVE NATURE OF TREATMENT:
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WHERE ADMINISTERED:	ADMINSTERED BY:

ACTION TAKEN OR PLANNED BY WHOM AND ANTICIPATED RESULTS:

COMMENTS:
FOLLOW-UP TREATEMENTS, IF ANY:

NAME OF ATTENDING PHYSICIAN	
REPORT SUBMITTED BY:	NAME AND TITLE
REPORT REVIEWED/APPROVED BY:	NAME AND TITLE

AGENCY/INDIVIDUALS NOTIFIED (<i>SPECIFY NAME AND TELEPHONE NUMBER</i>)	
☐	RFA AGENCY _____
☐	ADULT/CHILD PROTECTIVE SERVICES _____
☐	OMBUDSMAN _____
☐	PARENT/GUARDIAN/CONSERVATOR _____
☐	LAW ENFORCEMENT _____
☐	PLACEMENT AGENCY _____

AGENCY FILE: RESOURCE FAMILY CHILD'S FILE