

Reporting Responsibilities

For Child Placing Agency

WAC 110-147: The following tables are intended as a guide to foster parents. The text below is condensed; **full text can be found in 110-147-1540 through 110-147-1550.**

Report within 48 hours of incident to DCYF Intake (1-866-363-4276) and Child's Worker and Tribal Case Manager

- Death of child in care.
- Suspected, or disclosure of, physical or sexual abuse, neglect or exploitation of a child.
- Sexual contact between children not considered typical play between preschool aged children.
- Child's suicide attempt **requiring** medical treatment or hospitalization.
- Physical restraint alleged to be improper or excessive.
- Physical assault between children **resulting** in off-site medical attention or hospitalization.
- Physical assault of foster parent, employee, volunteer, or others by a child in care **resulting** in off-site medical attention or hospitalization.
- Any medication given or consumed incorrectly, resulting in off-site medical attention.
- Suspected, or disclosure of, physical or sexual abuse, neglect, or exploitation of a child.
- Illness, injury, or psychiatric care that is serious in nature, requiring immediate medical treatment or hospitalization.
- Property damage that is a safety hazard and not corrected immediately or which may affect children's health and safety.

Child Missing from Care Reports

- Notify child's worker right away, or DCYF intake if after hours or worker is not available (within 6 hours).
- Contact law enforcement within six hours. Ask for the missing person report number and provide to child's worker. You must contact law enforcement immediately if:
 - Child is believed to be taken, lured from placement, or has left placement and you believe child is at risk of physical or sexual assault or exploitation.
 - Child is under age 13.
 - Child has physical, mental, or emotional conditions that if not treated will place child at severe risk.
 - Child is parenting or pregnant.
 - Child has an intellectual and developmental disability that impairs child's ability to care for self.
 - Child has a serious alcohol or substance abuse problem.
 - Child is at risk due to other circumstances.
- After contacting law enforcement, contact the National Center for Missing and Exploited Children at 1-800-843-5678.
- If you learn of child's whereabouts or child returns to your home, report to child's worker.



Report within 48 hours of incident to Child's Worker and Tribal Case Manager

- Treatment by a medical professional for emergency medical or emergency psychiatric care, or;
- Unexpected health problems outside the usual range of reactions caused by medication that **do not require** professional medical attention.
- Suicidal or homicidal thoughts, gestures, or attempts that **do not require** medical treatment or hospitalization.
- Any inappropriate sexual behavior by or toward a foster child.
- Use of prohibited physical restraint for behavior management.
- Physical assault between children resulting in injury, but **not requiring** professional medical treatment.
- Physical assault of foster parent, employee, volunteer or others, by a child in care, **not requiring** professional medical treatment.
- Medication incorrectly administered or consumed.
- Drug or alcohol use by a foster child.

Report to Regional Licensor Immediately (within 72 hours)

- Address or phone number change.
- Your program description or population served.
- Structure of your facility or premises from events causing damage, such as a fire, or from remodeling.
- Addition of any new staff person, employee, intern, contractor, or volunteer, who might have unsupervised contact with the children in care.
- Staff arrests or convictions of which you are aware, that occur between the date of your license and the expiration date of your license.
- Any staff changes including the executive director, program manager or supervisor, or master's level consultants.
- Name of licensed corporation, or the name by which your facility is commonly known.



Washington State Department of
CHILDREN, YOUTH & FAMILIES

**INTAKE: 1-866-END-HARM
(1-866-363-4276)**

DCYF does not discriminate and provides equal access to its programs and services for all persons without regard to race, color, gender, religion, creed, marital status, national origin, sexual orientation, age, veteran's status, or presence of any physical, sensory, or mental disability. If you would like free copies of this publication in an alternative format or language, please contact DCYF Constituent Relations at 1-800-723-4831 or email communications@dcyf.wa.gov. DCYF PUBLICATION LIC_0136 (08-2023)