Reporting Responsibilities

Licensed Foster Parents

WAC 110-148: *The following tables are intended as a guide to foster parents. The text below is condensed;* ***full text can be found in WAC 110-148-1420 through 110-148-1430****.*

Report within 48 hours to DCYF Intake (1-866-363-4276) and Child's Worker or CPA Case Manager 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.
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.

Report within 48 hours of incidents to Child's Worker or CPA Case Manager 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, **not requiring** off-site medical attention.
Drug or alcohol use by a foster child.

Child Missing from Care Reports

- ❑ Notify child's worker, or DCYF Intake, right away if after hours or worker is not available. Notify child's case manager if child is placed by a CPA.
- ❑ 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 to Licensor immediately (within 72 hours) (DCYF or Child Placing Agency, as applicable)

- ❑ Address or phone number change.
- ❑ Damage or changes to structure.
- ❑ Changes from original application.
- ❑ Foster parent moving to a new location. Moves must be completed within 30 days of the foster parent residing in their new home to maintain a valid license.
- ❑ Any significant change to home or people living in home, including changes in marital status, separation from partner, arrest of anyone in home or having access to children, death of family member, people moving in or out, physical incapacity, mental incapacity or medication changes that may interfere with care, change in employment or significant decrease in income, or adoption of a child.

Washington State Department of CHILDREN, YOUTH & FAMILIES

INTAKE: 1-866-363-4276

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****.*

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