

Caregiver/Resource Parent's Reporting Responsibility

(Revised 05/03/24)

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Related Policies

Additional information can be found in the following policies:

- Injuries to Children in Open OCS Cases or Investigations
- Resource Family Approval RFA Written Directives
- Abuse Allegation Received by SW

Forms

The Policy references the following forms:

- 10-40 Child/Youth Non-Serious Injury Log
- 04-609 RFA Incident/Injury Report
- 04-184 CWS Suspected Child Abuse Report

Policy

A caregiver/resource parent is required to report specific events regarding a foster child or non-minor dependent (NMD) in their care to the Office of Child Safety (OCS) as specified in the Resource Family Approval (RFA) Written Directives (WD), Section 11-06.

The caregiver/resource parent will report Serious and Non-Serious Injuries to the Resource Parent Ombudsman within the designated time frame. See Injuries to Children in Foster Care or Open OCS Investigation for additional information.

The Resource Parent Ombudsman will report serious and non-serious injuries reported by a caregiver/resource parent to the child's SW and the RFA SW immediately or as soon as practically possible, but no later than 24 hours.

Foster Family Agency (FFA) resource parents follow their respective FFA's Special Incident Report (SIR) process. The FFA submits the SIR to the child's SW, to the Institutions Evaluation Unit (IEU) and to Community Care Licensing (CCL).

A Tribally Approved Home (TAH) is a home licensed or approved by an Indian child's tribe/tribal agency and are not subject to the RFA requirements.

**Reporting
Requirements
and Timeframe**

The caregiver/resource parent must report the following circumstances or events per RFA WDs:

Event...	Report To...	When
Death, serious bodily injury, or risk of death or serious bodily injury, to a child/NMD, such as suicide or homicide attempt by any household member or any child in the home. Any injury to or illness of a child/NMD that requires emergency medical or mental health treatment or hospitalization.	- Resource Parent Ombudsman: - Phone: 1-877-792-5437 or Email: CWSRPOMBUDS.HHSA@sdcounty.ca.gov NOTE: If after hours the caregiver/resource parent will also call the Child Abuse Hotline in the case of a fatality/serious bodily injury.	Immediately or as soon as practically possible, but no later than 24 hours following the injury.
Any incident that threatens the physical or emotional health or safety of the child/NMD.	- Resource Parent Ombudsman: - Phone: 1-877-792-5437 or Email: CWSRPOMBUDS.HHSA@sdcounty.ca.gov NOTE: If after hours the caregiver/resource parent will also call the Child Abuse Hotline if there is suspicion of abuse or neglect based on the incident.	Immediately or as soon as practically possible, but no later than 24 hours following the incident.
Poisonings	- Resource Parent Ombudsman - Local fire authority or State Fire Marshall if there are no organized fire services available in the area. NOTE: If after hours the caregiver/resource parent will also call the Child Abuse Hotline Child Abuse Hotline if there is suspicion of abuse or neglect based on the incident.	- Immediately or as soon as practically possible, but no later than 24 hours following the injury. - Within 24 hours if reporting to State Fire Marshall
Any suspected child abuse or neglect, or any suspected physical, sexual, or emotional abuse of a child/NMD.	- Assigned SW - RFA SW NOTE: SW will act as the hotline when receiving a child abuse/referral from a mandated reporter. SW will complete the 04-184. (Refer to Abuse Allegation Received by SW for additional information.)	Within 24 hours or by the next business day

**Reporting
Requirements
and Timeframe
(cont.)**

Event...	Report To...	When
Any unusual absence of a child, such as kidnapping or running away. Any unusual absence or prolonged absence that is unplanned or failure of the NMD to return to the home for more than 72 hours. Report temporary absences if a personal history or the case plan indicate that a child/NMD may be in jeopardy when absent beyond the approved time.	- Assigned SW - RFA SW NOTE: SW will act as the hotline when receiving a child abuse/referral from a mandated reporter. SW will complete the 04-184. (Refer to Abuse Allegation Received by SW for additional information.)	Within 24 hours or by the next business day
Removal of a child/NMD from the home under emergency circumstances, such as an: Arrest of child/NMD by law enforcement	- Assigned SW - RFA SW	Within 24 hours or by the next business day
Relocation by the authorized representative for a child/NMD	- Assigned SW - RFA SW	Within 24 hours or by the next business day
Communicable disease outbreak in the home, such as an epidemic or outbreak of illness or disease as determined by local, state, or federal health authority	- Assigned SW - RFA SW	Within 24 hours or by the next business day
Fires or explosions that occur on the premises of the home	- Assigned SW - RFA SW	Within 24 hours or by the next business day
Resource Family becomes a licensed family day care as defined in Health & Safety Code Section 1596.78.	- Assigned SW - RFA SW	Within 24 hours or by the next business day

Reporting Requirements and Timeframe (cont.)

Event...	Report To...	When
Changes in the resource family household composition such as: - Additional individuals residing in or regularly present in the home. - Resource family becoming the legal guardian or conservator for any child, NMD, or other person. - Change in marital status	- Assigned SW - RFA SW	Within 24 hours or by the next business day
Significant change in the physical or mental health of a child, /NMD, caregiver/resource parent or any other residents residing in the home.	- Assigned SW - RFA SW	Within 24 hours or by the next business day
A caregiver/ resource parent, adult who resides in the home, or adult who is regularly present in the home, with a criminal record clearance or exemption is arrested or has a subsequent arrest	- Assigned SW - RFA SW	Within 24 hours or by the next business day

The caregiver/resource parent will provide the following information and supporting documentation when reporting the above events:

- Name, age, gender, and date of placement of the child/NMD
- Name and contact information of any adults involved
- Date and nature of the incident
- Whether a Suspected Child Abuse Report was required and filed
- Attending physician's name, findings, and treatment if any
- Current status of the incident

NOTE: The caregiver/resource parent will complete and submit the 04-609 within seven calendar days following the event.

Non-Serious Injuries

Non-serious injuries are those injuries that do not require medical or emergency mental health treatment. Examples of non-serious injuries include cuts that do not require stitches, scratches, red marks, and bruises not indicated as suspicious for non-accidental trauma. Non-serious injuries can be treated with over-the-counter medications or may not require any treatment at all. See Injuries to Children in Open OCS Cases or Investigations for additional information.

**Non-Serious
Injuries
(cont.)**

The caregiver/resource parent will take the following actions for non-serious injuries:

Age of the Child/ Developmental	What	When
0-5 or developmentally presenting as 0-5	Will report to Resource Parent Ombudsman	Within 24 hours
6-17 years old	Will complete the 10-40 Child/Youth Non-Serious Injury Log	Monthly and submit to the assigned SW.

NOTE: SW will ensure parents receive the log monthly by confirming caregiver/resource parent provided it or by the SW providing to the parent during their monthly contact visit

**Alignment
with SET**

This policy aligns with SET [Value 2](#) by ensuring consistent communication and information sharing and helping resource families understand social worker roles and child welfare laws.
