

How to Complete an Incident Report

Types of Incident Reports:

- Injury for a child, provider or coordinator
- Alleged mistreatment, abuse or neglect
- Incident of concern with family or child
- Subpoena/court appearance

Some Examples include but are not limited to:

- injury to a child, parent, or provider during a therapy session or home visit
- suspected, confided or reported abuse of a child or family member
- Social service investigation
- restraining order
- divorce /custody disputes

Reporting Steps:

1. Make contact with a Program Manager/Director as soon as possible.
 - ***Whether you are a Service coordinator or a Provide,*** contact your program manager and they will provide guidance through the next steps in the process.
2. Complete a DP Early Intervention Incident Report:
The Incident Report is for documenting an incident and is available in both an electronic or written format.
 - Indicate the type of incident
 - Complete basic identifying information
 - Complete an accurate and concise objective recounting of what happened, what you have observed or been told by the family directly
 - Indicate who was notified
 - Send to Program Manager, who will determine next steps and follow up
3. Follow-up and Next Steps:
 - Program Managers will review incident report and determine what needed follow up should take place (social services report, mental health referral, community resources, etc.) or if additional notification or reporting is needed
 - Program Manager will document follow up steps on incident report and save report on Share point System
 - Reports will be saved (Last Name, First Name, month, day, year) and categorized by incident type
4. Making a Social Services Report:
Discuss the following steps with a Program Manager, Associate/Director prior to making a report.
 - Gather identifying information including name, address, and date of birth, parent or guardian's name, phone number before making the report.
 - Have clearly in your mind what was said to you or what you witnessed regarding the incident.
 - Prepare to answer questions about what, when, where the incident took place.
 - Make the phone call with your Program Manager/Associate/Director.
 - Arapahoe County: 303-636-1750
 - Douglas County: 303-688-4825 or 303-663-6270
 - Adams County: 303-412-5212
 - Denver County: 720-944-3000
 - Jefferson County: 303-271-4131