

NVFS Reporting and On-Call Procedures

Foster parents are mandated reporters. What does that mean?

As foster parents, you are mandated reporters, which means that you are obligated by law to **IMMEDIATELY** report any and all information regarding:

- a.) Suspected Abuse or Neglect (this includes statements made by the child)
- b.) Any time a child is injured and there is a mark or could later be a mark
- c.) Any time you need to seek emergency medical care for a child such as unscheduled doctors' appointments due to illness or trips to the emergency room or Urgent Care
- d.) Any critical events, even if they occur outside your home (e.g. at school, community or daycare).

When Do You Call NVFS?

As soon as you are aware of the incident or injury, you must notify NVFS. **You must CALL NVFS, not send an email since CMs aren't always in the office to receive emails, especially on the weekend.**

Who Do You Call?

During business hours, always try to contact your case manager first. If your case manager does not answer, call our on-call worker at: (571) 275-9649. This is the information you will be asked to provide either at the time of the call or following the incident:

- a.) The date and time the incident occurred (to the best of your knowledge)
- b.) How you became aware of the incident (did you observe it, who reported it to you if you didn't directly observe it)
- c.) A brief description of what happened
- d.) Witnesses to the incident (if applicable)
- e.) Picture of injury (if applicable). Do not take pictures of a child's private body parts.
- f.) What follow up action was taken, by whom, and when.
- g.) Documentation from any medical treatment (if applicable)

Why Do We Need to Report Everything?

1. This is a requirement of all child placing agencies. There is a process that must happen which involves notifying the legal guardian and our Virginia State Licensing representative.
2. To protect our foster parents, all injuries should be documented as soon as possible, which will minimize the risk of allegations of abuse/neglect by the foster family.
3. To protect the children in care by ensuring they are receiving the necessary care, supervision and follow up needed.

The below incidents must be reported to NVFS immediately:

If you, someone in your home, or the foster child:

1. Calls 911

2. Is arrested or detained
3. Is hospitalized for medical or psychiatric reasons
4. Calls CPS
5. Experiences an outbreak of a communicable disease
6. Is involved in any car accident no matter how minor, but especially if it results in injury or loss of vehicle

If the foster child:

1. Is suspended from school
2. Was physically restrained
3. Runs away or violates curfew
4. Is injured or ill
5. Has a seizure
6. Experienced a medication error (wrong dose, wrong medication, etc.)
7. Goes to the Emergency Room or Urgent Care
8. Expresses suicidal or homicidal thoughts or gestures
9. Uses alcohol or substances
10. Damages property
11. Is engaged in sexual misconduct
12. Makes allegations of abuse or neglect (current or in the past)
13. Makes allegations that his or her possessions or finances have been misused

And....

1. If your home experiences flooding, roof damage, loss of heat or water
2. If your family must relocate due to man-made or natural disaster or damage to home
3. If someone violates the foster child's rights by negative actions or inappropriate discipline
4. If the foster child dies

When in doubt, err on the side of caution and call the NVFS Foster Care On-Call Worker (571) 275-9649

I have read the NVFS on-call policy and agree to notify NVFS immediately of any serious incidents.

Foster Parent Signature

Date

Foster Parent Signature

Date

Case Manger Signature

Date