

Unusual Incident Notification [SR Contract 83, VPK Contract 66]

Providers agree to report unusual incidents to ELCFH:

- no later than the close of business on the next business day of the incident
- in writing within 3 business days

[A copy of the incident report submitted to DCF is an acceptable report to ELCFH]

An unusual incident is any significant event involving the health and safety of the children in care. Examples of unusual incidents include, but are not limited to:

- accusations of abuse or neglect against provider or staff
- injury of a child requiring professional medical attention at the site
- written notification from the parent that the child received professional medical attention
- an onsite visit from law enforcement, DCF investigator or other first responder in their official capacity
- circumstances that necessitate unexpected closure of the center
- receipt of notice of litigation where you are a named party or defendant relating to your SR location
- an incident that could result in a Class I citation from DCF
- death of a child or parent/guardian

[illegible]

Keep back up documentation with incident reporting log.