Select one:  Initial Notification  Update

|  |  |  |
| --- | --- | --- |
| **SECTION I. CRITICAL INCIDENT INFORMATION AND TYPE**  COMPLETE SECTIONS I AND II FOR INITIAL NOTIFIICAITON | | |
| Select any which apply to this critical incident as defined in PPM 0510: | | |
|  | Child death  **Provide to FACTS Data staff the following:** | |
|  | Child name: | Date of death: |
|  | Child near death | |
|  | Child in the custody of the Secretary who attempted suicide | |
|  | Child in the custody of the Secretary with severe injuries | |
|  | Foster parent with criminal proceedings related to abuse or neglect | |
|  | Any child in the custody of the Secretary who spent the night in a Child Welfare Case Management Provider’s (CWCMP) office **(Complete Sections I & II only)** | |
|  | Media-incident which has drawn public media attention or become legislative concern | |

|  |  |  |  |
| --- | --- | --- | --- |
| FACTS CASE HEAD:  (last, first) |  | FACTS CASE #: |  |
| Child(ren) Name(s):  (last, first) |  | DOB(s): |  |
| Is the child(ren) in the custody of the Secretary?  No  Yes | | | |
| Date of Custody: |  | Date of out of home placement: |  |
| DCF Region: |  | County: |  |
| Local DCF Office: |  | Assigned DCF Staff: |  |
| Provider: |  | Assigned Provider Staff: |  |
| Date of last PPS/Provider in person contact with child: | |  | |
| Agency name who completed last contact: | |  | |
| Completed by: |  | Date: |  |

|  |  |  |
| --- | --- | --- |
| **SECTION I.A. At the time of the incident, did PPS have an open case? (Completed by DCF only)** | | |
| No | If no, skip to Section II. | |
| Yes | **If yes, select the type of open case** (Select all that apply) and provide the date of referral: | |
|  | Investigation and Assessment | Date of Referral: |
|  | Family First Prevention Services | Date of Referral: |
|  | Family Service | Date of Referral: |
|  | Family Preservation | Date of Referral: |
|  | Reintegration/Foster Care/Adoption | Date of Referral: |

|  |
| --- |
| **Briefly describe the family’s situation which led to the current open case:** |
|  |
| CARE Referral(s) completed **(Completed by DCF only)**:  No  Yes  If yes, please provide details including date(s) and recommendation(s): |

|  |  |
| --- | --- |
| **SECTION II. CRITICAL INCIDENT DESCRIPTION** | |
| Date of incident: | Date of knowledge of incident: |
| Was a report made to the Kansas Protection Report Center reference this critical incident?  No  Yes | |
| If yes, provide Intake Event #: | |
| Describe the critical incident (Include the condition of the child): | |
|  | |
| Describe immediate action(s) taken following the critical incident: | |
|  | |
| How was safety ensured following the critical incident? | |
|  | |
| Describe the current status of the case (Including status of law enforcement involvement and legal status of child including, but not limited to, legal custodian of child(ren), adjudications, status of court proceedings): | |
|  | |
| Other: | |

|  |
| --- |
| **SECTION III. CASE INFORMATION** |
| List all applicable children whose safety is a concern or select N/A. |
| N/A (Select when incident involved a child(ren) in the custody of the Secretary spending the night in a CWCMP office) |

|  |  |  |  |
| --- | --- | --- | --- |
| Child Name: |  | DOB: |  |
| Current Placement: |  | | |
| Relationship to identified child: | Sibling  Step-sibling  Half-sibling  Not Related  Relative (Specify): | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Child Name: |  | DOB: |  |
| Current Placement: |  | | |
| Relationship to identified child: | Sibling  Step-sibling  Half-sibling  Not Related  Relative (Specify): | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Child Name: |  | DOB: |  |
| Current Placement: |  | | |
| Relationship to identified child: | Sibling  Step-sibling  Half-sibling  Not Related  Relative (Specify): | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Child Name: |  | DOB: |  |
| Current Placement: |  | | |
| Relationship to identified child: | Sibling  Step-sibling  Half-sibling  Not Related  Relative (Specify): | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Child Name: |  | DOB: |  |
| Current Placement: |  | | |
| Relationship to identified child: | Sibling  Step-sibling  Half-sibling  Not Related  Relative (Specify): | | |

|  |  |
| --- | --- |
| **Name(s) of all others involved:**  (Caregivers, others involved in the critical incident, other individuals living in the home, non-residential parent, etc.) | **Other individual’s relationship to identified child:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **PPS Administrator Review:**  The information described in this incident meets the definition of a critical incident.  No  Yes | |
| PPS Administrator Signature: | Date: |

|  |
| --- |
| **SECTION IV. UPDATES** |
| Date: |
| Update: |