

<b>DSS Policy and Procedure Guide</b>	
Division 03: Child Welfare	Chapter 16: Transitional Shelter
Item 006: Reporting Requirements	
Suggested changes send to: <a href="#">DSS PSOA</a> Mailbox	Issued: April 7, 2025
References: Title 22, Div 6, <a href="#">Chapter 1</a> , <a href="#">Chapter 5</a> , <a href="#">Chapter 12</a> , <a href="#">Fresno County Plan of Operation</a> , <a href="#">WIC 16001.9</a> , PPG <a href="#">03-11-001</a>	NEW

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## **Preamble**

Child Welfare Policy and Procedure Guides (PPG) are meant to be used as tools to relay best practice and staff expectations. As a Quality Parenting Initiative (QPI) Agency, our policies are designed around our shared principles: every child deserves excellent parenting and meaningful relationships; policy and practice informed by research; and putting those with lived experience at the center of policy change. It is understood that specific case scenarios may not always align themselves with the stated practices and that what is of paramount importance is the Safety and Well-being of the children we are charged to protect.

## **Policy**

Transitional Shelter Care Facility (TrSCF) is committed to maintaining a safe and supportive environment for all youth. All incidents, overstays, and relevant data must be reported to California Department of Social Services (CDSS) in a timely manner, adhering to state regulations and licensing requirements.

This PPG applies to all TrSCF staff, including administrators, supervisors, Social Workers (SW), and any personnel involved in the care and supervision of children within the facility. It encompasses procedures for monthly reporting, overstay reporting, incident reporting (including manual restraints), documentation, and compliance with licensing standards.

## **Purpose**

The purpose of this Policy and Procedures Guide is to establish standardized protocols for reporting requirements within the TrSCF. This ensures compliance with state regulations, promotes the safety and well-being of all children residing in the facility, and facilitates accurate and timely communication to CDSS.

## **Definitions**

Transitional Shelter Care Facility (TrSCF): A facility providing temporary shelter and support services to children in transition.

CDSS: The Department responsible for overseeing child welfare and licensing.

Community Care Licensing Division (CCLD): A Division within CDSS responsible for the licensing, inspection, and regulation of community care facilities, including foster care agencies, transitional shelters, residential care facilities for children and adults, child care centers, and other licensed care settings. They are responsible to protect the health, safety, and well-being of individuals served by these facilities through rigorous licensing standards, ongoing inspections, compliance checks, reporting and documentation requirements and investigations of complaints.

Incident Report: A written document required by CDSS to report specified incidents involving children in the facility.

Manual Restraint: A physical intervention applied by staff to restrict a child's movement in response to behavior that poses an immediate risk to themselves, others, or property. This type of intervention is used as a last resort when all other de-escalation techniques have been exhausted. Restraint duration and intervals are closely monitored, and any intervention beyond 30 minutes requires additional authorization and documentation to ensure safety and regulatory compliance.

Overstay: An overstay occurs when a youth's total time at the TrSCF exceeds nine cumulative days within a 30-day rolling period. The clock starts upon the Youth's initial entry into the TrSCF. If the youth leaves the facility without authorization, the clock pauses and will resume if the youth returns within 30 days. If the youth does not return within 30 days, the clock stops and resets to zero. Additionally, the clock stops and resets to zero when a youth is placed in an approved or licensed home or facility.

## **Procedure**

### *Monthly Reporting to CDSS*

The Administrator must submit monthly written reports to CDSS by the 5th of each month regarding any youth that has stayed at the TrSCF during the previous month.

Objective: To provide CDSS with comprehensive data on each youth's stay at the facility during the previous month.

Submission Deadline: By the 5th day of each month.

Data to include for each youth:

- Date of birth
- Gender identity
- Race
- Client identification number
- Placing agency
- Admission and discharge dates

- Length of stay
- Placement barriers
- Subsequent placement

Submission Process: By the 5<sup>th</sup> of each month, the TrSCF Administrator will send the report to the designated CCLD analyst, Licensing Program Manager, TrSCF Division Chief (DC), and designated Staff Analyst.

### **Overstay Reporting**

When a youth exceeds the allowable stay duration, the Administrator must notify CCLD within 24 hours and provide detailed information about the youth and the circumstances. Additionally, the assigned SW, Social Work Supervisor (SWS), and DC must be notified by email within four hours, with the notice documented and maintained in the youth's file.

Objective: To ensure timely notification and reporting when a youth's stay exceeds the maximum duration allowed in the TrSCF.

Submission Deadline: Within 24 hours after the youth has reached an overstay.

Data to Include for Each youth:

- Name
- Date of birth
- Client identification number
- Date of admission
- Circumstances of overstay
- Barriers to placement.

Submission Process: Within 24 hours of an overstay, the TrSCF Administrator will send an email with the above information to the designated CCLD analyst, Licensing Program Manager, TrSCF DC, and designated Staff Analyst.

### **Law Enforcement Contact Reporting**

Incidents involving law enforcement must be reported to CCLD by the next business day, with a follow-up report submitted within six months.

Objective: To ensure timely notification and reporting when there is an incident involving law enforcement.

Submission Deadline: Following business day from the date of the incident, a written report within seven days and a follow-up report submitted within six months.

Data to Include for Each youth:

- Gender
- Race

- Ethnicity
- Age
- Details about the incident, including the involvement of children and staff
- Outcome such as arrest, hospitalization, or removal from the TrSCF
- Any legal consequences.

**Submission Process:**

- Within 24 hours of the incident, the Facility Manager will email the initial report with the above information to CCLD at [cclfresnoincidents@dss.ca.gov](mailto:cclfresnoincidents@dss.ca.gov), with a copy to the TrSCF Administrator, DC, and designated Staff Analyst.
- Within seven days of the incident, [LIC 624-LE](#) will be completed, reviewed, signed and submitted to CCLD, with a copy to the TrSCF DC and designated Staff Analyst by the Facility Manager and/or Administrator.
- Within six months of the incident, the licensee shall provide a follow-up report for each incident that includes the following information:
  - Type of incident.
  - Whether the incident involved an alleged violation of any crime, other than an age-based curfew law, by a child residing in the facility.
  - Whether staff, children, or both were involved in the incident.
  - The gender, race, ethnicity, and age of children involved in the incident.
  - The outcome of the incident, if known, including arrests, removals of children from placement, termination or suspension of staff, the filing of a Welfare and Institutions Code (WIC) Section 602 petition of the child, or revocation of or changes to the terms of probation.
- TrSCF staff may be required to provide follow-up reports beyond the first six months if CDSS determines that the information provided in either the initial or follow-up reports is incomplete, or if outcomes required to be reported are not known until later than six months after the initial report.

**Manual Restraint Reporting**

Each use of manual restraint must be reported to CCLD and the child's SW by the next business day, with a written report submitted within seven days. A monthly log of all restraint incidents will be maintained and made available to CDSS for review.

Objective: To ensure timely notification and reporting whenever there is the use of manual restraint.

Submission Deadline: Following business day from the date of the manual restraint and written report submitted within seven days.

**Data to Include for Each Child:**

- Date and time of other manual restrains involving the same child within the past 24 hours.
- A description of the child's behavior that required the use of manual restraints, and description of the precipitating factors which led to the intervention.
- Description of what manual restrains were used, and how long the child was restrained.

- Description of what non-physical interventions were utilized prior to the restraint; explanation of why more restrictive interventions were necessary.
- Description of injuries sustained by the child or facility personnel. What type of medical treatment was sought and where was the child taken. Explanation if medical treatment not sought for injuries.
- Name(s) of facility personnel who provided the manual restraint.
- Name(s) of facility personnel who witnessed the child's behavior and the restraint.
- The child's verbal response and physical appearance, including a description of any injuries at the completion of the restraint.
- If it is determined by the post incident review, that facility personnel did not attempt to prevent the manual restraint, a description of what action should have been taken by facility personnel to prevent the manual restraint incident. What corrective action will be taken or not taken and why.
- If law enforcement was involved, a detailed description of the incident.
- Documentation that the child's SW has been notified of the incident.

**Submission Process:**

- Within 24 hours of the manual restraint, the Facility Manager will email the initial report with the above information to CCLD at [cclfresnoincidents@dss.ca.gov](mailto:cclfresnoincidents@dss.ca.gov), with a copy to the TrSCF Administrator, DC, and designated Staff Analyst.
- Within 7 days of the incident, [LIC 624](#) and [Additional Report Information form](#) will be completed, reviewed, signed and submitted to CCLD with a copy to the TrSCF DC, and designated Staff Analyst by the facility manager and/or Administrator.

**General Incident Reporting**

Emergencies such as suspected abuse, deaths, serious injuries, and other significant events must be reported to CCLD by the next business day, followed by a detailed written report within seven days.

Objective: To ensure timely notification and reporting whenever there is an incident involving a youth while at the TrSCF.

Submission Deadline: Following business day from the date of the incident and written report submitted within seven days.

**Data to Include for Each Child:**

- Date, time, and location of the incident.
- A detailed narrative, describing the incident and the events leading up to the incident.
- Analysis of the incident.
- Other reportable incidents involving the same child in the preceding six months.
- Description of other incidents:
  - Date of previous incidents.
  - Type of incidents.
  - Action taken by facility personnel in response to incidents.

- Are there other commonalities between these incident and other incidents involving the same child in the preceding six months.
- Description of the facility's plan for the child, in response to the incident.
- What action was taken by facility personnel to re-integrate the child into the general population after the incident.

**Submission Process:**

- Within 24 hours of the incident, the Facility Manager will email the initial report with the above information to CCLD at [cclfresnoincidents@dss.ca.gov](mailto:cclfresnoincidents@dss.ca.gov), with a copy to the TrSCF Administrator, DC, and designated Staff Analyst.
- Within 7 days of the incident, LIC 624 will be completed, reviewed, signed and submitted to CCLD with a copy to the TrSCF DC, and designated Staff Analyst by the facility manager and/or Administrator.

**Record Maintenance**

All youth records, incident reports, and monthly logs must be maintained onsite, up-to-date, and readily accessible for licensing review at any time. Records are to be kept for three years and are stored in a confidential and locked cabinet at the TrSCF.

Each quarter, the Deputy Director, and DC of the TrSCF will present updates to the Board of Supervisors (BOS). These updates will summarize monthly reports submitted to CCLD, provide information regarding overstay as well as incidents involving contact with Law Enforcement.

**Internal Reporting Requirements**

In addition to CCLD requirements, any critical or reportable incident must follow the internal reporting requirements as outlined in PPG [03-11-001](#) Incident Reporting and Investigation. Critical or reportable incidents that occur while a youth is at the TrSCF will be completed by shelter staff and emailed to the [DSS Child Welfare CIR](#) inbox within one hour of the incident, along with the assigned SW, SWS, and a copy to the shelter SWS. The subject line shall read "Transitional Shelter Unusual Incident" or "Transitional Shelter Law Enforcement Encounter."