

Children's Incident Reporting for Providers

Identify • Report • Protect

The Children's Long-Term Support Waiver Program and Children's Community Options Program help participants live their best lives through supports and services delivered in their homes and communities.

Identifying, remediating, and reporting incidents is required by the federal Centers for Medicare & Medicaid Services to assure the safety and well-being of children and youth enrolled in these programs.

As part of the Children's Long-Term Support Waiver Program or Children's Community Options Program support network, you must report incidents to the county waiver agency (CWA) as soon as possible. This is done by reporting the incident directly to the contact person identified by the CWA.

What is an incident?

An incident is any actual or alleged event or situation that creates a significant risk or serious harm to the physical or mental health, safety, or well-being of a child or youth.

What must be reported?

You must report all alleged or actual events or situations to the CWA.

Examples of reportable incidents include, but are not limited to:

- Any known or suspected abuse, neglect, or exploitation of the child or youth.
- Errors in medical or medication management that result in an adverse reaction requiring medical attention.
- Initiation of an investigation by law enforcement of an event or allegation regarding a child or youth as either a perpetrator or victim.
- Significant and substantial damage to the residence of a child or youth or service provider.
- Use of isolation, seclusion, or restraint by a provider that is not part of an approved behavior support plan.
- An event or behavior that causes serious injury or risk to the child or youth, which may include running away, setting a fire, violence, unplanned hospitalization, and/or a suspected or confirmed suicide attempt.
- A child's death.

How do I report an incident?

You must report incidents and threats to a child's safety using the process outlined by the CWA. The CWA will inform you of its specific incident reporting requirements, including their contact information for submitting the report.

What happens after an incident is reported?

Once you have reported an incident, the CWA is required to:

1. Refer allegations of child abuse and neglect to the county child protective services agency or the local law enforcement agency for further investigation, if applicable.
2. Work closely with you and the family to reduce further risk to the child and prevent other children from being harmed.
3. Review the child's service plan to identify possible changes to supports, services, or assigned providers to help prevent further incidents.
4. Implement changes identified in the service plan review.
5. Report incidents to the Wisconsin Department of Health Services.
6. Any instances of substantiated findings or criminal conviction of a paid caregiver (provider) for abuse, neglect, or exploitation of a child or youth will result in barring the provider from working as a caregiver and having direct access to children enrolled in the Children's Long-Term Support Waiver Program or Children's Community Options Program.