



County of San Diego

ERIC C. MCDONALD, MD, MPH, FACEP
INTERIM AGENCY DIRECTOR

HEALTH AND HUMAN SERVICES AGENCY
CHILD AND FAMILY WELL-BEING DEPARTMENT
8965 BALBOA AVENUE, MAIL STOP W-473
SAN DIEGO, CA 92123-1507
(858) 616-5811 • FAX (858) 616-5908

KIMBERLY GIARDINA, DSW, MSW
DIRECTOR
CHILD AND FAMILY WELL-BEING

Injuries to Children in Open Office of Child Safety (OCS) Cases or Investigations

In support of our Safety Enhanced Together (SET) framework, which believes that through engagement and meaningful relationships, CFWB supports families to enhance safety, permanency, and well-being for their children, we are informing resource parents of their reporting responsibilities when a child who is placed in their home has an injury.

These requirements are in alignment with the Resource Family Approval (RFA) Written Directives and intend to streamline communication for resource parents, children/youth, social workers, and biological parents. The streamlined communication and clear guidelines are expected to reduce the number of investigations for Resource Family Homes when the injuries occur during regular daily activities and are not suspicious for abuse or neglect.

Resource parents will utilize the following definitions of a serious injury and non-serious injury when determining reporting responsibilities for a child/youth in their home who is injured:

A serious injury is an incident that causes or puts a child at risk of death, physical harm, or illness requiring medical or emergency mental health treatment. Examples of serious injuries include:

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • self-injurious behavior such as head banging or cutting • brain damage • skull or bone fracture • subdural hemorrhage or hematoma | <ul style="list-style-type: none"> • dislocations or sprains • internal injuries • poisoning • burns, scalds • severe cuts |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Non-serious Injuries are injuries that do not require medical or emergency mental health treatment and can be treated with over-the-counter medications or may not require any treatment at all. Examples of non-serious injuries include:

| | |
|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • cuts that do not require stitches • scratches | <ul style="list-style-type: none"> • red marks • bruises not indicated as suspicious for non-accidental trauma |
|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|

Once an injury has been determined to be serious or non-serious, the resource parent will adhere to the following reporting requirements:

| If | Then |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The injury is serious | <p>A resource parent will report the injury to the Resource Parent Ombudsman immediately or as soon as practically possible for youth of any age.</p> <p>The report must be made no later than 24 hours after the injury.</p> |
| The injury is non-serious | <p>For dependent children ages 0-5, or developmentally presenting as 0-5, a resource parent will report any non-serious injuries as well as the actions taken to address the incident to the Resource Parent Ombudsman within 24 hours.</p> <p>For children 6-17 years old, the resource parent will complete the 10-40 Child/Youth Non-serious Injury Log (attached to this email) monthly and report any non-serious injuries to the child’s SW at their next contact.</p> <p>SW will ensure the parents receive the log monthly by either confirming the caregiver has provided it or by the SW providing it to the parent during monthly contact visits.</p> |

Resource parents may report to the Resource Parent Ombudsman via email or telephone:

- Phone: 877-792-5437, Press 2
- Email: CWSRPOMBUDS.HHSA@sdcounty.ca.gov

The report to the Resource Parent Ombudsman will count as the report required for both the assigned social worker and the RFA worker as outlined in the Written Directives. Also, per the [Written Directives](#), resource parents must complete a written report within seven days of an injury and submit to their assigned RFA worker. Resource parents will complete this requirement by using the 04-609 RFA Incident/Injury report attached to this email.

Resource parents may refer to the policies [Injuries to Children in Open Office of Child Safety \(OCS\) Cases or Investigations](#) and [Caregiver/Resource Parent’s Reporting Responsibility](#) for detailed reporting information.

For questions regarding this policy, resource parents may contact CFWB Policy Analyst [Veronica Sarabia](#) at Veronica.Sarabia@sdcounty.ca.gov or CFWB Protective Services Program Manager [Rachel Swaykos](#) at Rachel.Swaykos2@sdcounty.ca.gov.