

**Department of Children's Services**  
**INSTRUCTIONS FOR USE OF FORM**  
**CS-0890**

**Directions: For All Custodial Youth Incidents Non-Residential Field Use.**

- 1) This form is for use by DCS Foster Parent Support employees or any FSW that is directly involved in an incident concerning a child/youth. Review applicable Incident Report prior to completing this form.
- 2) Foster Parent Support Employees, Family Service Workers, Team Leaders or Team Coordinators completes this form.
- 3) This form is used to debrief employees and child/youth who were involved in an incident in a DCS foster home. It is also used in cases of a child/youth either experiencing or witnessing any type of incident or trauma.
- 4) The form must be completed **twenty-four (24) hours** of the incident or immediately upon notification of the incident.
- 5) All parties involved in the incident will be debriefed and the child/youth's parent(s) or guardian must participate if possible or appropriate. If the parent/guardian participation is by phone, document that their "participation was by telephone" on the form next to their name in the *"Debriefing Participants"* section.
- 6) The name of the home or place where the incident occurred, the child/youth's name and the incident report with the date/time of the incident, as reported, are entered on the form.
- 7) The remainder of the form that is completed documents a plan of improvement to avoid another similar incident or to ensure the child/youth's safety and well being. Signatures of the child/youth involved, employees completing the form, and dates of the signatures are required.
- 8) Distribution of this form will be to the child/youth's FSW and a copy placed in the child/youth's case file and the DCS foster home case file.
- 9) Review of the debriefing form will be a part of the reviews conducted of the foster home.