

# Important APCH Contact Numbers

**Main Office** 1-253-857-5447

**Clinical Director, TK** 1-253-303-1730

## After Hours Case Manager Contact

**1-360-620-1314**

**Emergency Aid** 911

**Poison Control** 1-800-222-1222

**CPS Intake** 1-800-562-5624

## Incident Reporting Procedures:

- Contact APCH Case Manager or main office immediately
- Submit Incident Report to APCH office within 24 hours of incident. Hand deliver, fax or e-mail.
- **If the child is a run away:** The incident must also be reported **immediately** to: (1) State Social Worker if available, (2) if not to the Children's Administration Centralized intake line at 1-800-562-5624. (3) Local Law Enforcement and to the (4) National Center for Missing and Exploited Children @ 1-800-843-5678.

## Incident Reporting Protocols

Call Social Worker (or Supervisor), and Case Manager within 24 hours to report and determine if an intake call is needed:

- Any serious illness or injury that requires hospitalization or ER visit
- Any suspicion of abuse, neglect, or exploitation of a child
- Sexual contact between two children that is not typical preschool play
- Any disclosure of sexual or physical abuse
- Any suicide attempt that requires medical treatment or hospitalization
- Any use of physical restraint that is improperly used or excessive
- Physical assaults between two children that requires medical treatment or hospitalization
- Physical assault of foster parent or staff by a child that requires medical treatment or hospitalization
- Any medication given incorrectly and requires medical attention **OR**
- Property damage that is a safety hazard and is not immediately corrected

## Report to Social Worker and Case Manager within 24 hours:

- Suicidal/homicidal thoughts, gestures, or attempts that don't require medical attention
- Unexpected health problems caused by medication, outside of usual reactions and not requiring medical attention
- Any incident of medication incorrectly given or taken
- Physical assault between 2 or more children resulting in injury that doesn't need medical attention
- Physical assault of a foster parent or staff resulting in injury that doesn't need medical attention