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TO: Residential Care Center Licensees
Child Placing and Adoption Agency Licensees
Group Foster Home Licensees
Shelter Care Facility Licensees

FROM: Jill Chase, Director 
Bureau of Regulation and Licensing

RE: **REPORTING SERIOUS INCIDENTS (Re-issued)**

The purpose of this memo is to advise you of a new, revised CFS-2146 "Serious Incident Report" form for reporting serious incidents to your regional licensing specialist. These reporting requirements and procedures apply to residential care centers, group foster homes, child placing agencies and shelter care facilities and are established under the authority of s. 48.66(3), Stats., which reads, "The department shall prescribe the form and content of records to be kept and information to be reported by persons licensed by it."

The revised form requests more information related to de-escalation and agency follow-up, a separate page to be completed if restraints are utilized as well as an area to be completed by the licensing specialist.

Information as described in the attached document should be provided to the licensing specialist for each serious incident occurring on or after the effective date of this memo.

If you have questions, please contact your regional licensing specialist.

Attachment: CFS-2146 Serious Incident Report

cc: Licensing Chiefs/Deputy Chiefs
Licensing Specialists
Sally Hanko Dees, BRL