

## INCIDENT REPORTING GUIDELINES

For all incidents listed on the following pages or for any other out of the ordinary incident which you are not clear should be reported or not:

1. Call your assigned home supervisor immediately if it is **Monday – Friday between 8am and 5 pm.**
2. If you cannot reach your Home Supervisor via their cell phone, call the office.  
**Main Office: 303-433-1975**
3. **After Hours:**  
If it is after 5pm, a weekend or a holiday call the Emergency after Hours **Answering Service at: 888-468-8068**
4. **Mandatory Reporting Hotline: 1-844-CO-4-KIDS**  
*\*Any call to the Hotline needs to be reported to your home supervisor & caseworker immediately.*

**For any of the incidents listed on the chart outlining Volume 7 regulation 7.701.52 Reports, you must speak with someone immediately. Leaving a message or waiting to see your home supervisor at your next scheduled appointment will result in a violation of State Reporting requirements.**

**If you ever have a question about if something is reportable, please call to consult with Maple Star personnel.**