Critical Incident and Unusual Incident Reports
Frequently Asked Questions

- **My program is funded by the DHS, which form should I complete?**
  - *Programs funded by the DHS, should complete the DHS Unusual Incident Report.*

- **My program is funded by HUD, which form should I complete?**
  - *Programs funded by HUD, should complete the Critical Incident Report.*

- **My program operates with blended funds, which form should I complete?**
  - *Programs operating with blended funding streams, should complete the DHS Unusual Incident Report.*
  - *Completion and submission of separate forms based upon funding stream is not required.*

- **What is a blended fund program?**
  - *A blended fund program is a program that receives funds from the DHS and another entity or source such as HUD, HOPWA and/or HAHSTA.*

- **When do I complete the Incident Report Form?**
  - *Both the Critical Incident and Unusual Incident Report forms are to be completed within 24 hours of the incident. Upon completion, the form should be submitted to TCP and the DHS (if applicable).*

- **What type of incidents should I report?**
  - *Please see the document titled "Types of Incidents to Report" on the website of The Community Partnership for the Prevention of Homelessness for details on the types of incidents to report.*

- **Should I submit supporting documents?**
  - *Yes, supporting documents if you have them within the required time of submission should be submitted with the report. Please see the document titled "Types of Incidents to Report" on the website of The Community Partnership for the Prevention of Homelessness for details on the supporting documents to submit with your Incident Report.*

- **Are there trainings on how to complete and submit an Incident Report?**
  - *The Department of Human Services conducts a training on Incident Reporting. Trainings are announced to all providers by The Community Partnership for the Prevention of Homelessness on a regular basis. For more information on attending an Incident Report Training, contact TCP.*

For questions about CIR or UIR reports call The Community Partnership for the Prevention of Homelessness at (202) 543-5298