

Data entry field in HSES:

Recipient Incident Form

Office of Head Start / Head Start Enterprise System

test.admin | [logout](#)

HOME RESOURCES FEEDBACK INCIDENTS

[Incidents / New Incident](#)

Save Save & Return Cancel

Grant number: 05CH012050
Created On: 07/24/2025
Incident ID:

Status: Open

Incident Report

Date of Incident: *

Incident Summary: *

Description: *
who, what, where, when
why and how

Source's Contact Information

Contact Name: *

Email Address: *

Phone Number: *

-

Follow Up

Details	Date	User
Ysemper, Nulla soda	07/15/2025 12:01:17 PM, EDT	F52612 L52612

[Add Follow Up](#)

Supporting Documentation

Name	Correspondence or Receipt Date	Upload Date	User
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[Add Document](#)

Save Save & Return Cancel

For assistance, please contact the HSES Help Desk at help@hsesinfo.org or call 1-866-771-4737 (toll-free) or 1-571-429-4858 (local), Monday - Friday, 8 a.m. - 7 p.m. EST
(not available on weekends or federal holidays)

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to support the Office of Head Start’s (OHS) responsibility to ensure children’s health and safety in Head Start settings, in alignment with the Head Start Program Performance Standards (HSPPS) at 45 CFR §1302.102(d)(1)(ii). These standards, updated on August 21, 2024, require programs to report significant incidents affecting the health or safety of children to the responsible HHS official immediately, but no later than seven calendar days following an incident.

Public reporting burden for this collection of information is estimated to average 10 minutes per grant recipient, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (HSPPS at 45 CFR §1302.102(d)(1)(ii)). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0558 and the expiration date is 11/30/2026. If you have any comments on this collection of information, please contact the HSES Helpdesk Help@hsesinfo.org or [\(866\) 771-4737](tel:8667714737).