

PROCEDURE

Cancels: PRO 10.6.2.T Reporting Critical Incidents

See also: POL 10.6.2; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

PRO 10.6.2 REPORTING CRITICAL INCIDENTS

- | Action by: | Action: |
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| Licensing Staff | 1. Receives communication that a critical incident has occurred in an early learning or school-age program. |
| | 2. Consults need for critical incident report with Supervisor immediately. |
| Supervisor | 3. Completes Critical Incident Report (CIR) per WA Compass User Manual immediately after receiving information about the incident. |
| Area Administrator | 4. Reviews CIR and forwards via WA Compass to Child Care Licensing Administrator, Senior Child Care Administrator, Director of Government Affairs and Community Engagement, Assistant Secretary of Licensing, Director of Communications, DCYF Secretary and designee within one business day. |
| Senior Child Care Administrator | 5. Reviews CIR and if necessary forwards further distribution to: <ul style="list-style-type: none">• Office of Financial Management (OFM)• The Governor's Office• Other agencies, as appropriate |
| Area Administrator | 6. Updates CIR as necessary and forwards to appropriate personnel. |