

# PROCEDURE

Cancels: LCIR Procedure

See also: POL 10.6.2.T; RCW 43.215; 170-295; 170-296A; 170-297; 170-300

Approved by:

## PRO 10.6.2.T REPORTING CRITICAL INCIDENTS

Action by:	Action:
Licensing Staff	<ol style="list-style-type: none"><li>1. <b>Receives</b> communication that a critical incident has occurred in an early learning program.</li><li>2. <b>Consults</b> need for critical incident report with Supervisor immediately.</li></ol>
Supervisor	<ol style="list-style-type: none"><li>3. <b>Completes</b> 10.9.1.23 Critical Incident Report (CIR) form and <b>forwards</b> to Regional Administrator immediately after receiving information about the incident.</li></ol>
Regional Administrator	<ol style="list-style-type: none"><li>4. <b>Reviews</b> CIR and <b>forwards</b> to Statewide Licensing Administrator, Assistant Director of Government and Community Relations, Assistant Director to the Early Start Act, Communications Manager, DEL Director and Licensing Analyst within one business day.</li></ol>
Assistant Director to the Early Start Act	<ol style="list-style-type: none"><li>5. <b>Reviews</b> CIR and if necessary <b>forwards</b> further distribution to:<ul style="list-style-type: none"><li>• Office of Financial Management (OFM)</li><li>• The Governor's Office</li><li>• Other agencies, as appropriate</li></ul></li></ol>
Regional Administrator	<ol style="list-style-type: none"><li>6. <b>Updates</b> CIR as necessary and <b>forwards</b> to appropriate personnel.</li></ol>