

# PROCEDURE

Cancels: PRO 10.1.17.T Reviewing Child Fatality And Near Fatality

See also: POL 10.1.17; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

## PRO 10.1.17 REVIEWING CHILD FATALITY AND NEAR FATALITY IN CHILD CARE

Action by:

Action:

Child Care  
Senior  
Administrator  
(CCSA)

1. **Receives** notice of fatality or near fatality.

1a. If fatality, **skips** to **step 3**.

2. **Consults** with the Office of the Family & Children’s Ombuds to determine if a review will be conducted for near fatality per [RCW 43.216.650](#).

3. **Notifies** Licensing Monitor and Risk Management Coordinator of fatality or near fatality.

Licensing  
Monitor and  
Risk  
Management  
Coordinator  
(LMRMC)

4. **Informs** applicable Area Administrator, Supervisor or designee that case has been received for review.

LMRMC or  
designee

5. **Requests** a copy of the applicable portions of the licensing file and any other additional files from providers or entities other than DCYF.

LMRMC

6. **Reviews** provided materials and **ensures** completeness.

7. **Schedules** fatality review and **notifies** potential participants and required participants in the review committee as listed in [RCW 43.216.650](#).

8. **Facilitates** fatality review committee meeting, including testimony from parents and/or staffing with DCYF licensing staff involved with the case.

9. **Drafts** report that includes committee recommendations.

10. **Completes** and **submits** Fatality Review Committee Report to CCSA and DCYF Secretary (or designee). The report must be submitted at least seven calendar days prior to deadline in [RCW 43.216.650](#).
- 10a. If extension needed, **consults** with CCSA. All requests must be approved by the governor.
- DCYF Secretary or Designee
11. **Reviews** final report and **forwards** to Public Records Officer, if redaction needed.
- Public Records Officer
12. **Redacts** confidential information in final report consistent with [RCW 13.50.100](#), [68.50.105](#), [74.13.500](#) through [74.13.525](#), and [chapter 42.56 RCW](#).
13. **Returns** redacted report to LMRMC within five business days of receipt.
- LMRMC
14. **Distributes** child fatality review report to the appropriate committees of the legislature, DCYF Secretary (or designee), DCYF Communications Officer, Assistant Secretary of Licensing, Child Care Senior Administrator, Area Administrator, Licensing Supervisor, Licensor, and Quality Improvement Committee.
- DCYF Communications Officer
15. **Posts** final child fatality review report to the DCYF public website.
- Supervisor or Licensing Staff
16. **Adds** copy of final report to early learning or school-age program file.
17. **Documents** completion in WA Compass.
- DCYF Secretary or Designee
18. **Appoints** Quality Improvement Committee which will have specific permanent members and may include one-time participants or a rotating member. Committee will be composed of:
- Licensing staff (supervisor, licensor and/or health specialist) not involved with the current case
  - Early Support for Infants and Toddlers (ESIT) staff
  - Early Childhood Education and Assistance Program (ECEAP) staff

- Early Learning Advisory Council (ELAC) members
- DCYF leadership team member
- Other divisions as needed or appropriate

Quality  
Improvement  
Committee

19. **Meets** quarterly on a regularly scheduled date to discuss Fatality Review Report recommendations.

19a. If no fatality or near fatality recommendations are ready for review,  **Cancels** quarterly meeting.

20. **Reviews** all recommendations in the Fatality Review Report.

21. **Researches** implementation of recommendations, if applicable.

22. **Determines** final recommendation of action steps that may include:

- No action needed
- Training or retraining needs
- Changes to policy
- RCW/WAC changes
- Other steps based upon circumstances

23. **Submits** final decision of the Quality Improvement Committee to the DCYF Leadership Team within 90 calendar days of the Quality Improvement Committee meeting.

DCYF Leadership  
Team

24. **Reviews** recommendations and **decides** action steps as needed.

25. **Delegates** action steps as appropriate.