

# 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:   |
|---------------------------------|---|
| Licensing Staff                 | 1. <b>Receives</b> communication that a critical incident has occurred in an early learning or school-age program.  |
|                                 | 2. <b>Consults</b> need for critical incident report with Supervisor immediately.   |
| Supervisor                      | 3. <b>Completes</b> Critical Incident Report (CIR) per WA Compass User Manual immediately after receiving information about the incident.   |
| Area Administrator              | 4. <b>Reviews</b> CIR and <b>forwards</b> 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 or designee within one business day. |
| Senior Child Care Administrator | 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>   |
| Area Administrator              | 6. <b>Updates</b> CIR as necessary and <b>forwards</b> to appropriate personnel.  |