

TASK OUTLINE

Cancels: NEW

See also: POL 10.6.15; RCW 43.216; 110-300; 110-301; 110-300E

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TSK 10.6.15 MANAGING CHILD CARE PROVIDER SELF-REPORTING INJURIES AND INCIDENTS

After receiving communication from a provider that an injury or incident has occurred in their program, **Licensors**:

1. **Determines** need for intake based on information provided.
 - 1a. If injury, incident or information does not include obvious WAC violations(s) or suspected child abuse or neglect, **provides** technical assistance or redirection to appropriate resource for provider, **documents** in WA Compass within 10 business days and **exits** this procedure.
2. **Checks** *DCYF 15-872 Child Care Provider Self-Reporting Matrix (Internal Use Only)* to determine if an intake is necessary.
 - 2a. If injury/incident is serious or critical item listed in column A of the *Reporting Matrix* or child abuse or neglect is suspected **follows** [10.6.12 PRO – Managing Child Care Injury Incident Reports](#) and **exits** this procedure.
 - 2b. If injury/incident is not serious or critical item listed in column A of the *Reporting Matrix* and child abuse or neglect is not suspected, **continues to step 3.**
3. **Notifies** Supervisor and **requests** more information from the provider including:
 - What happened
 - The plan for preventing reoccurrence
 - 3a. If a child is involved, contacts child’s parent and/or program’s staff to verify details and listen to any concerns within five business days of initial self-report. Staffs any concerns with Supervisor as needed.
4. **Checks** *DCYF 15-872 Child Care Provider Self-Reporting Matrix (Internal Use Only)* to determine if an intake is necessary based on the new information.
 - 4a. If injury/incident is serious or critical item listed in column A of the

Reporting Matrix or child abuse or neglect is suspected **follows** [10.6.12 PRO - Managing Child Care Injury Incident Reports](#) and **exits** this procedure.

- 4b. If injury/incident is not serious or critical item listed in column A of the *Reporting Matrix* or child abuse or neglect is not suspected, **continues** to **step 5**.
5. **Conducts** a site visit when information is received about any obvious serious or immediate health and safety concerns within five business days from initial self-report. No visit is required if no obvious serious or immediate safety issues are alleged.
 - 5a. If no serious or immediate health or safety issues are present at the visit or the provider has corrected the problem, **documents** note within 10 business days and **exits** this procedure.
 - 5b. If issue is still present and not corrected, **issues** inspection report [10.1.21 PRO - Managing Child Care Inspection Reports](#).
6. **Documents** notes in technical assistance case in WA Compass within 10 business days of each licensing activity.