

Department of Early Learning

Policy Title:	10.6.2 Licensing Critical Incident Reporting Policy		
Procedure:	See Attached		
References:			
Applies To:	Licensing Staff	Contact:	Licensing Oversight Division
Effective Date:	3/1/12	Review Date:	3/1/14 Created on: 6/1/08
Reviewed:	<input checked="" type="checkbox"/> RAs <input checked="" type="checkbox"/> CCSLA <input checked="" type="checkbox"/> AD		
Other Review (list)			
Director Approved:	<i>Elyette M. Kelly</i>		

DEL is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with Washington State law and administrative code (regulations). The term “child care facility” is used to indicate licensed family child care homes, child care centers and school-age programs.

Purpose

Clarify and standardize the agency decision-making process when completing Licensing Critical Incident Reports (LCIR). Expectations of DEL personnel are clarified in this policy and the accompanying Licensing Critical Incident Reporting Procedure.

Policy

- I. DEL personnel will accurately complete the LCIR when any of the following serious incidents occur:
 - a. A reported, observed or documented issue of serious non-compliance WAC.
 - b. There is an imminent threat to the health and safety of children in a child care facility, i.e. a complaint and/or summary suspension.
 - c. There is substantial property loss or damage to a child care facility.
 - d. There is actual or potential litigation against DEL.
 - e. There is actual or potential legislative/media attention.

- II. The LCIR must be completed and sent electronically to the appropriate State office staff in a timely manner.

- III. The DEL Director or designee shall review or request further documentation regarding LCIRs.

- IV. When requested the Regional Administrator (RA) or designee will send status updates and resolutions to the State office.

- V. In some instances LCIRs will be forwarded to the Governor’s Office, the Office of Financial Management (OFM) or both. DEL staff must follow the accompanying Licensing Critical Incident Reporting Procedure in making these determinations.

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Resources

Licensing Critical Incident Report Procedure

Critical Incident Types

Licensing Critical Incident Form

Governor's Office Incident Report Form