

**From:** Licensing [mailto:DSS\_LICENSING@LISTSERV.COV.VIRGINIA.GOV] **On Behalf Of** Williams, Edwina (VDSS)

**Sent:** Tuesday, November 14, 2017 4:17 PM

**To:** DSS\_Licensing

**Subject:** Serious Injury Death Reporting Memo - Additional Information

This file with an attachment is being sent to child day centers, short-term child day centers, religiously exempt child day centers, family day systems, family day homes and voluntarily registered family day homes from the Virginia Department of Social Services Email Distribution Service.

**\*\*\*Please do not reply to this email.\*\*\***

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The attached memo about reporting serious injuries and death for Child Care Subsidy Programs was mistakenly left off the email that went out 11/14/17. It is now attached.

**SCROLL DOWN TO VIEW ATTACHMENT**

**From:** Licensing [mailto:DSS\_LICENSING@LISTSERV.COV.VIRGINIA.GOV] **On Behalf Of** Williams, Edwina (VDSS)  
**Sent:** Monday, November 13, 2017 10:10 AM  
**To:** DSS\_Licensing  
**Subject:** IMPORTANT MESSAGE: Links Have Been Updated - Memos-- Reporting an Injury Requiring Outside Medical Treatment- Subsidy and Non Subsidy Programs  
**Importance:** High

This file with an attachment is being sent to child day centers, short-term child day centers, religiously exempt child day centers, certified preschools, family day systems, family day homes and voluntarily registered family day homes from the Virginia Department of Social Services Email Distribution Service.

**\*\*\*Please do not reply to this email.\*\*\***

**IMPORTANT UPDATE:**

- ❖ **It has been identified that the links within the provider memo sent to you on November 8, 2017 are no longer working.**
- ❖ **Please refer to the attached updated memo, which includes all working links.**

If your program does participate in the Child Care Subsidy Program, please refer to the memo for Subsidy.

If your program does not participate in the Child Care Subsidy Program, please refer to the memo for Non Subsidy Participants.

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**UPDATE:** November 13, 2017

**TO:** Licensed Child Day Centers  
Licensed Short-term Child Day Center  
Religiously Exempt Child Day Centers  
Licensed Family Day Homes  
Voluntarily Registered Family Day Homes  
Licensed Family Day Systems  
Certified Preschools

**FROM:** Charlene Vincent, Director Division of Licensing-Children's Programs

**SUBJECT:** Notification to the Department of an Injury Requiring outside Medical Treatment (IROMT)/ and Death of Children While Under the Center's/Provider's Supervision

**EFFECTIVE:** Immediately

**PURPOSE:** This memo provides information for child care programs regarding reporting procedures for non-subsidy program participants of any occurrence of an Injury Requiring Outside Medical Treatment (IROMT) or death of a child while under the center/ provider's supervision.

**BACKGROUND:** The Child Care and Development Block Grant (CCDBG) Act of 2014 directs states to make by electronic means, information available concerning the number of deaths, serious injuries and instances of substantiated child abuse that occur in child care settings each year.

Currently, all providers that are approved subsidy vendors are required to report all occurrences of a serious injury or death of a child while under the provider's supervision to the department.

We are asking that *all* child care providers report any occurrence of an IROMT or death of a child while under the centers/ provider's supervision to the department. By reporting these occurrences, you will assist the department in providing the most accurate and up- to- date information for Virginia's annual aggregate report.

Positive outcomes of reporting serious injuries and deaths of children in care:

- Allows an analysis of the aggregate data collected of reports of IROMT and death occurrences. By focusing on understanding the factors that contributed to the IROMT/death (such as underlying causes and patterns) we can look at strategies to reduce the probability of such events occurring in the future.
- Provides open, transparent accountability to the public
- Gives the Department the ability to answer questions and provide statistics to legislators, child welfare groups and the public

- ❖ **Reporting of IROMT and deaths of children in care to the department, does not replace any program specific regulatory requirements. Please check the laws and regulations for your individual child care program for injury and death reporting requirements.**

#### Reporting IROMT and Deaths:

The following procedures are for any child care facility/provider that chooses to notify the department of an occurrence of an IROMT or death of children while under the center/provider's supervision:

- Complete and submit the online form, Report to VDSS Injury of a Child Requiring Outside Medical Treatment or Death for Non-Subsidy Participants. The form can be found at <http://www.dss.virginia.gov/facility/iromt.cgi>.
- Types of IROMT to be reported:
  - Any injury that occurs while the child is under the supervision of a center/provider and requires outside medical treatment
  - If the facility seeks outside medical following an injury at the facility. This includes calling 911.
  - If the provider/licensee has knowledge that following an injury that occurred while the child was under the supervision of the center/provider, the child is taken for outside medical treatment
- Submission of the report to the department is as soon as practicable, but not to exceed 2 business days of an occurrence of an IROMT
- Submission of the report to the department is as soon as practicable, but not to exceed 1 business day of an occurrence of a death
- Providers shall maintain a copy of all reporting documentation at the facility. All reporting documentation received by the department will be maintained in the facility or provider record
- As a mandated reporter you must report any suspected child abuse/neglect to your localities' Child Protective Services Program
- It is recommended that child care programs maintain a copy of all IROMT and death reports at the facility. All documentation of IROMT and deaths reports received by the department will be maintained in the facility or provider record.

VDSS Division of Licensing-Children's Program will complete a documentary review of all IROMT and death reports and determine if any follow-up action is necessary.

If you have questions or need further assistance, you may contact the regional licensing office that serves your location. A list of regional licensing office contact information can be found at [http://www.dss.virginia.gov/files/division/licensing/contacts/dolp\\_district\\_children.pdf](http://www.dss.virginia.gov/files/division/licensing/contacts/dolp_district_children.pdf)