

**UPDATE:** November 13, 2017

**TO:** All Approved Child Care Subsidy Vendors

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

**SUBJECT:** Reporting Requirements for an Injury Requiring Outside Medical Treatment (IROMT)/serious injury\* and death of children while under the center/provider's supervision

\*For the purposes of this reporting requirement "Serious Injury" means any **I**njury that **R**equires **Q**uasi **M**edical **T**reatment (**IROMT**) that occurs while the child is under a provider or center's supervision

**EFFECTIVE:** Immediately

**BACKGROUND:**

This memo provides information regarding the new Subsidy Vendor Agreement (SVA) requirements for the reporting of an IROMT and death of children while under the center/provider's supervision.

For more information regarding the SVA and the Child Care and Development Block Grant (CCDBG) go to [http://www.dss.virginia.gov/family/cc/assistance\\_providers.cgi](http://www.dss.virginia.gov/family/cc/assistance_providers.cgi)

Reporting Serious Injuries and Deaths:

All child care providers who are approved subsidy vendors must notify the department of any occurrences of an IROMT or death of a child while under the center/provider's supervision.

- Types of IROMT that must 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 a serious injury at the facility. This includes calling 911.
  - If the provider/licensee has knowledge that following a serious injury that occurred while the child was under the supervision of the center/provider, the child is taken for outside medical treatment.
- You must complete and submit the online form, Report to VDSS Injury of a Child Requiring Outside Medical Treatment or Death for Approved Subsidy Vendors. The form can be found at <http://www.dss.virginia.gov/facility/iromt.cgi>

- Submission of the report to the department is as soon as practicable, but not to exceed two (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 one (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

**Reporting IROMT and deaths of children in care for the purpose of compliance with the SVA, does not replace any additional program specific regulatory requirements for the reporting of injuries or deaths.**

The Virginia Department of Social Services, Division of Licensing-Children's Programs will complete a documentary review of all IROMT/death reports and determine if any follow-up action is necessary.

If you have any questions, you may contact the regional licensing office that serves your location for information. 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)