

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

Sent: Wednesday, November 08, 2017 3:49 PM

To: DSS_Licensing

Subject: Reporting an Injury Requiring Outside Medical Treatment-Approved Subsidy Vendors

The attached file is being sent to unlicensed child day programs receiving child care subsidy assistance from the Virginia Department of Social Services Email Distribution Service.

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

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DATE: November 8, 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 Injury that Requires Outside Medical Treatment (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

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 https://www.dss.virginia.gov/about/injury_report.cgi
- 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

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 https://www.dss.virginia.gov/contact_us/dolp_district.pdf