



Greetings from Child Care Licensing!

We are excited to collaborate with Child Care Aware® of NH to bring news from the Child Care Licensing Unit to the child care community on a regular basis through their e-newsletter, Monthly Minutes. Every month, we will strive to bring you information to increase your understanding of the NH Child Care Licensing rules, and to share other resources to assist you in your work with and on behalf of children and their families.

We will also use this space to share any important announcements as they relate to Child Care Licensing Unit (CCLU).

Reporting Serious Injuries and Deaths to CCLU

Child Care Licensing rules now require the reporting of children's serious injuries to CCLU, in addition to a child's death. This is a federal requirement. The department will be reporting the numbers of injuries and deaths as a whole that occurred in NH programs to the federal Office of Child Care, Administration for Children and Families in the Department of Health and Human Services. The aggregate number of deaths and serious injuries for each provider category (*e.g.* centers, family child care homes) and licensing status (*i.e.*, licensed or license-exempt) will include:

- (1) The total number of children in care by provider category/licensing status;
- (2) the total number of deaths of children in care by provider category/licensing status; and
- (3) the total number of serious injuries in care by provider category/licensing status.

At no time will any personally identifiable information of the program or the child be included on this report. We anticipate the report to look something like this; the design will change but this is the information we are required to provide:

NH 2018 Report	Licensed Centers	Licensed Family	Licensed-Exempt Facilities	License-Exempt Providers
	#Programs- #Children-	#Programs- #Children-	#Programs- #Children-	#Providers- #Children-
Serious Injuries	#	#	#	#
Deaths	#	#	#	#

When do you need to report a child's death?

Initial report within 24 hours, written report within 72 hours

When do you need to report a child's serious injury?

Within 48 hours of when you know the child received an injury or needed medical treatment. For example, a child may be hurt on the playground on Friday afternoon, and the parent takes them for an evaluation and finds a fracture that was not apparent while at the program. If you

receive this information on Monday, you have 48 hours from Monday to report to CCLU. A written report is required within one week.

How do you report?

- Call our main office 1-800-852-3345, ext. 9025 or 603-271-9025, leaving a message indicating the need to report if you reach voicemail
- Call you licensing coordinator
- Email your licensing coordinator
- Fax CCLU at 603-271-4782

We have a new injury report form that indicates when an injury needs to be reported. The form is on our website: <https://www.dhhs.nh.gov/oos/cclu/documents/injuryreport.pdf>

This specific form is not required, but we are hopeful you will find it useful. The form was designed to be used with any accident/injury that may occur. Where you see an "*" indicates when a report needs to be made to CCLU. The Child Care Licensing requirements regarding reporting are found on page 63-64 in the 2017-2027 Child Care Licensing Rule Book. A serious injury is described in He-C 4002.19(ah) on page 64: fractures, dislocations, stitches, second or third degree burns, concussions, loss of consciousness, or requires emergency medical treatment or hospitalization.

Once CCLU receives the report, we will evaluate if the serious injury or death occurred due to noncompliance with licensing rules. If the injury or death was not a result of a violation of rules or negligence on the part of the program, no further action will result. Depending on the severity of noncompliance, CCLU will evaluate those circumstances and respond accordingly (statement of findings issued, or fines, or conditions on a license, or revocation of a license).

If you have any questions regarding the reporting of serious injuries/deaths, please reach out to your licensing coordinator or call our office at 1-800-852-3345, ext. 9025 or 603-271-9025. Please leave a message if you reach our voicemail so your call can be returned as soon as possible!

Until next month!

Melissa Clement

Chief, Child Care Licensing Unit