

Bright Futures Information System (BFIS) Program Account

How to File an Incident Report



An incident report is a form in Bright Futures Information System (BFIS). This form is used to report an incident to the Child Development Division.

When should I file an incident report?

The report may be required by child care regulations, self-reported violations, or optional for you to maintain communication. The child care regulations outline the specific times when the division must be notified. Some examples of required notifications include when a child is injured and receives medical care, when a child is bitten by an animal, when a fire occurred at the program, or when a child is missing.

Note: Some types of incidents require you to verbally notify child care licensing, as well as submit an online incident report. Please refer to the child care regulations for specific requirements.

How do I submit an incident report?

The incident report is submitted through your program's BFIS account. Instructions for submission are on the other side of this fact sheet.

What happens after I file an incident report?

Your report will go to your licensing field specialist for review. They will contact you if they have any questions.

Who can I call if I have questions?

If you have any questions about what to report or how to report, contact the Licensor on Duty (LOD) at 1-800-649-2642 option 3.

Definitions	
Term	Definition
Fatality	Serious illness or injury that occurred on the premises of the child care program that results in the death of a child, even if the death occurred outside of the program operating hours or at another location. For example, if a child is injured at the child care program and dies at the hospital several days later this must be reported as a fatality.
Serious Injury	An injury in which a child has sustained a permanent loss or impairment of function of any body part and/or has sustained serious disfigurement.
Serious Incident	Any incident or unusual occurrence that is threatening to the health, safety, or welfare of the children, staff or volunteers, including, but not limited to, lost or missing child, illness or injury that happened on the child care premises and medical care was required, need for emergency responders, etc.

Bright Futures Information System (BFIS) Program Account

How to File an Incident Report

How to file an incident report:

An incident report is submitted through your Child Care Program Account in Bright Futures Information System (BFIS).

1. Log into your Bright Futures Information System (BFIS) Child Care Program Account at <http://brightfutures.dcf.state.vt.us/>

The screenshot shows the homepage of the Vermont Child Care Information System. The 'Bright Futures Account' link is circled in red. The page includes navigation tabs for Home, Child Care Benefits, Find a Provider, and a Parent section. The Parent section has a 'Login' button and a 'Trying to Find a Child Care Provider?' section. The Child Care Program section has a 'How to Become a Licensed or Registered Child Care Program' link. The Resources for Early Childhood and Afterschool Professionals section has a 'Test Record' link.

2. Scroll down, and on the bottom left, click **"File an Incident Report"**

The screenshot shows the 'Account Options' menu. The 'File an Incident Report' link is circled in red. The menu includes links for 'Add Staff', 'Documents', 'File an Incident Report', 'Non-Subsidized Enrollment', 'Notification of Closure', and 'Notification of Unexcused Absences'.

3. Fill in all the required boxes. A box with a red asterisk is required.

The screenshot shows the 'Create Incident Report' form. The 'Incident Type' dropdown is set to 'Child Injury'. The form includes fields for 'Incident Date', 'Incident Time', 'Report Date', 'Reporter', 'Witness', and 'Incident Description'. The 'Child(ren) Involved' field is also present. The form has 'Cancel' and 'Submit' buttons.

4. For the questions about serious injuries and serious incidents, please refer to the definitions on the other side of this document. The definitions are also in BFIS. You can access them by clicking on the yellow question mark box on the report page. Choose all of the options that apply to the situation.

Note: More than one option may apply.

The screenshot shows the 'Create Incident Report' form. The 'Did a Serious Injury Occur?' question is circled in red. The form includes a 'Child Injury' dropdown, 'Incident Date', 'Incident Time', 'Report Date', 'Reporter', 'Witness', and 'Incident Description' fields. The 'Did a Serious Injury Occur?' question has a 'Please Select' dropdown and radio buttons for 'Yes' and 'No'. The form has 'Cancel' and 'Submit' buttons.

5. Save a copy of the report for your records. You can do this by creating a screenshot of the report or by copying the information into another type of document. This is an important step as you will not have access to the report once it has been submitted.
6. Once the incident report is complete, click submit.