

PROCEDURE

Cancels: NEW

See also: POL 10.1.21; RCW 43.216; 110-300;; 110-301; 110-300E

Approved by: Luba Bezborodnikova

PRO 10.1.21 MANAGING CHILD CARE INSPECTION REPORTS

Action by:

Action:

Licensors

1. **Determines** non-compliance during a visit at an early learning, school-age, or outdoor nature-based program.
2. **Creates** an inspection report in WA Compass and **documents** WAC or RCW violation and observation.
 - 2a. If a noncompliance may rise to the level of enforcement action, **documents** the violation on the inspection report and **follows** [10.1.3 Managing Facility Licensing Compliance Agreements](#) and **continues** to **step 3**.
 - 2b. If violation triggers technical assistance*, **documents** in technical assistance section and **continues** to **step 3**.

*Facility Licensing Compliance Agreement (FLCA) - an agreement issued by the department in lieu of the department taking enforcement action against a child care provider.

*Technical Assistance – first time violations and observed violations not listed on a monitoring checklist that will not be considered for enforcement actions and will not appear on Child Care Check. A health and safety recheck is not required for technical assistance violations.

3. **Discusses** RCW and/or WAC non-compliance(s) with provider.
4. **Explains** to the provider technical assistance and child care violation dispute process.
 - 4a. If any non-compliance(s) disputed, **follows** ([10.1.4 Managing Child Care Violation Dispute Process](#)) and **ensures** plan for compliance is created until dispute is resolved.

5. **Discusses** risk level classification and time frames associated with categories found within IR documents.
 - **Immediate concerns** must be corrected immediately or by the start of the next business day.
 - **Serious concerns** must be corrected as soon as possible but no more than 5 business days from the date of non-compliance.
 - **Short term concerns** must be corrected as soon as possible but no more than 10 business days from the date of non-compliance.
 - **Long term concerns** must be corrected as soon as possible but no more than 20 business days from the date of non-compliance.
6. **Signs** Inspection report.
 - 6a. If signature delayed, **informs** the Supervisor.
 - 6b. If provider refuses to sign an inspection report, **marks** “refused to sign” in WA Compass and **staffs** with Supervisor.
7. **Generates** inspection report and **clicks** “Email IR to Provider” button to email inspection report to provider per WA Compass User Manual. A link will be included in the email for providers to dispute in portal.
 - 7a. If provider requests more business days than immediate and serious risk classifications require to correct any non-compliance, **consults** with Supervisor prior to approval and **details** in provider note how health and safety requirements will be met.
 - 7b. If provider requests more business days than short and long term risk classifications require to correct any non-compliance, **determines** approval and **details** in provider note how health and safety requirements will be met.
8. **Documents** creation of inspection report within 10 business days.
9. **Determines** if health and safety recheck is required. If an issue of non-compliance is corrected during the licensing visit, a compliance verification for that specific WAC is not required. Exception: see [10.1.16 Managing Child Care Safe Sleep Practices](#). All non-compliance issues including technical assistance need to be corrected and verified before issuing a non-expiring license. An initial license may be issued

while a provider is working towards compliance on a case by case basis with Supervisor approval and a note in WA Compass.

- **Immediate concerns** must verify compliance on site as soon as possible but no later than 5 business days from date of non-compliance. Discuss violation and recheck schedule with Supervisor.
- **Serious concerns** must verify compliance within 10 business days from date of non-compliance. Discuss violation and recheck schedule with Supervisor.
- **Short term concerns** must verify compliance within 15 business days from date of non-compliance.
- **Long term concerns** do not require a licenser recheck.

Virtual, photographic or email verification may be used for some serious and short term non-compliance issues, including but not limited to:

- Environmental changes
- Indoor/outdoor equipment
- Menu posting
- Documentation of activity program
- Supplies verified with receipt
- Changes to parent communication
- Staff development and training records
- Attendance logs
- Health care plan
- Fire drill record.

9a. If unable to determine whether a health and safety site visit verification is required, **staffs** with Supervisor and **documents** decision in WA Compass.

9b. If health and safety site visit verification necessary, **skips to step 12.**

9c. If health and safety site visit verification not necessary, **continues to step 10.**

10. **Reviews** any received documentation from provider.

11. **Documents** inspection report completion in observation note within 10 business days of verification of compliance to include date of verification and **exits** procedure.

Health and Safety Recheck:

Licensors

12. **Verifies** completion of noncompliance items through an on-site health and safety recheck. **Follows** recheck guidelines in **step 9**.

12a. If unable to complete verification within required timeline, **requests** supervisor approval for extension.

Supervisor

13. **Documents** approval of extended timeline in WA Compass.

13a. If extension not approved, **staffs** next steps with Licensors.

Licensors

14. **Enters** "correction verified date" information into the inspection report.

14a. If program has not corrected noncompliance, **creates** inspection report and **consults** with Supervisor to determine next steps.

15. **Documents** health and safety recheck note in WA Compass within 10 business days to include date of verification.