

# POLICY

Cancels: 10.1.21 Managing Child Care Inspection Reports

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

Approved by: Luba Bezborodnikova

## **POL 10.1.21 MANAGING CHILD CARE INSPECTION REPORTS**

This policy applies to DCYF staff managing inspection reports.

- 1. Inspection Reports Must Be Completed At Monitoring Visits And For Violation(s) of RCW or WAC at Other Visits for Early Learning, School-Age, or Outdoor Nature-Based Programs**
- 2. Violations Found During Monitoring Inspections Must Be Recorded Only If Listed On The Checklist**

If noncompliance is observed for WAC / RCW items not listed on the checklist, the licenser must give technical assistance and include it in an internal provider note but will not document it on the checklist.

- 3. Violations Found During Any Non-Monitoring Inspection Must Be Recorded For Any WAC/RCW**
- 4. The Inspection Report Must Reflect Citation At The Time Non-Compliance Is Known**

DCYF staff will not wait or come back another day to complete inspection reports. Exceptions include:

- Staffing needed
- Licensee or designee is not available
- Violations identified through phone/email
- Technical issues
- Supervisor approval required for any other exceptions

- 5. Inspection Reports Must Be Discussed, Completed and Signed With Provider**

DCYF must distribute the inspection report after returning to the office. Licensor must not exceed 1 business day following the inspection.

Exceptions include:

- Provider refuses\* to complete the Inspection Report.
- Unsafe conditions exist for the licenser.

- Technology Issues
- Translator Requested
- Supervisor approval required for any other exceptions.

\* If a provider refuses to sign the inspection report, DCYF staff will send out an unsigned copy of the inspection report to the provider.

#### **6. Children's Names Must Not Be Recorded On Inspection Reports**

Children's names or other identifying information must not be recorded. Children may be identified by "Child 1" or "Child 2".

#### **7. DCYF Must Complete Separate Inspection Reports**

An inspection report created as a result of a valid complaint cannot contain other non-compliance issues found outside of the allegations or related to the allegations of the intake report. Other non-compliance issues must be addressed on a second inspection report.

#### **8. DCYF Must Offer Language Assistance During Compliance Process**

DCYF must provide an interpreter free of charge if requested. DCYF may allow the provider to choose an on-site designee, including but not limited to the licenser to interpret on the provider's behalf.

#### **9. DCYF Must Verify Immediate, Serious And Short Term Violations Are Corrected**