

# Checklist Design

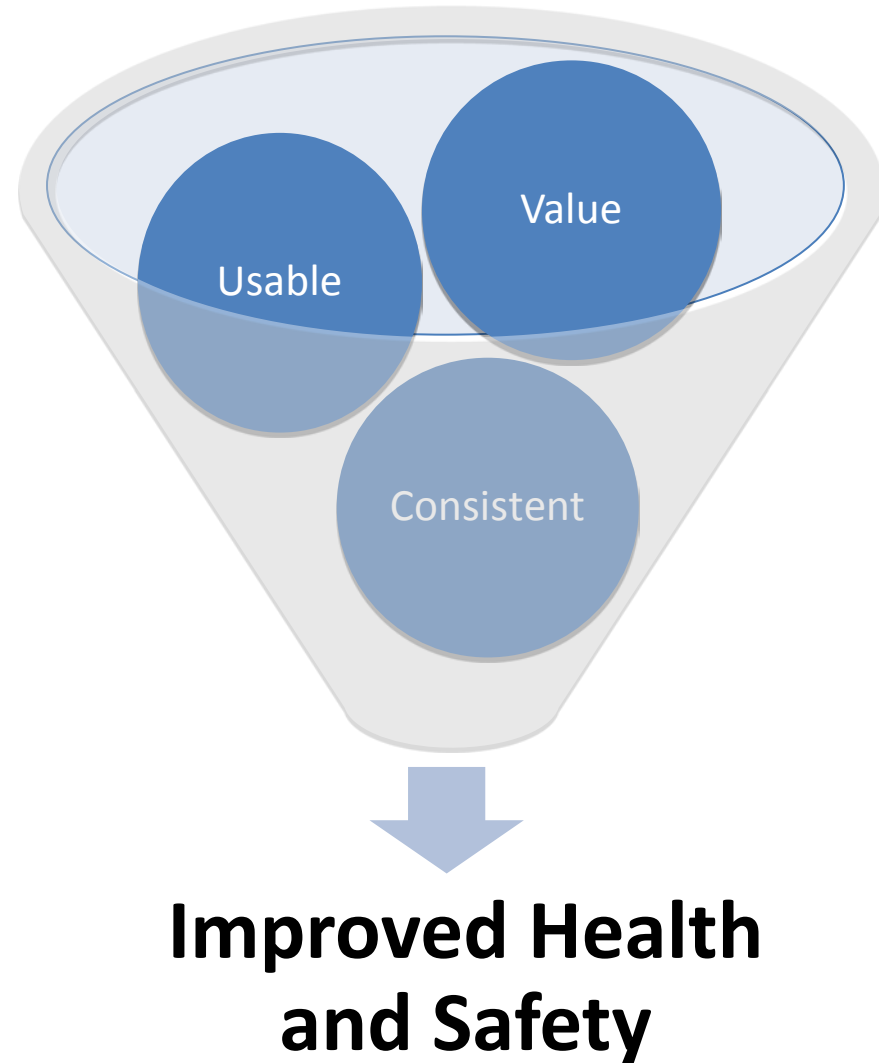
The Focused Monitoring  
checklist approach for  
licensing rules

# Why – Changing the Checklist

For the checklist to be reliable, it must be **consistent**

For the checklist to be effective, it must be **usable**

For the checklist to be trusted, **value** must be placed in the outcomes



# The Pilot

# Why - Pilot *Before* Implementation

**Validation** ensures fair and consistent oversight:

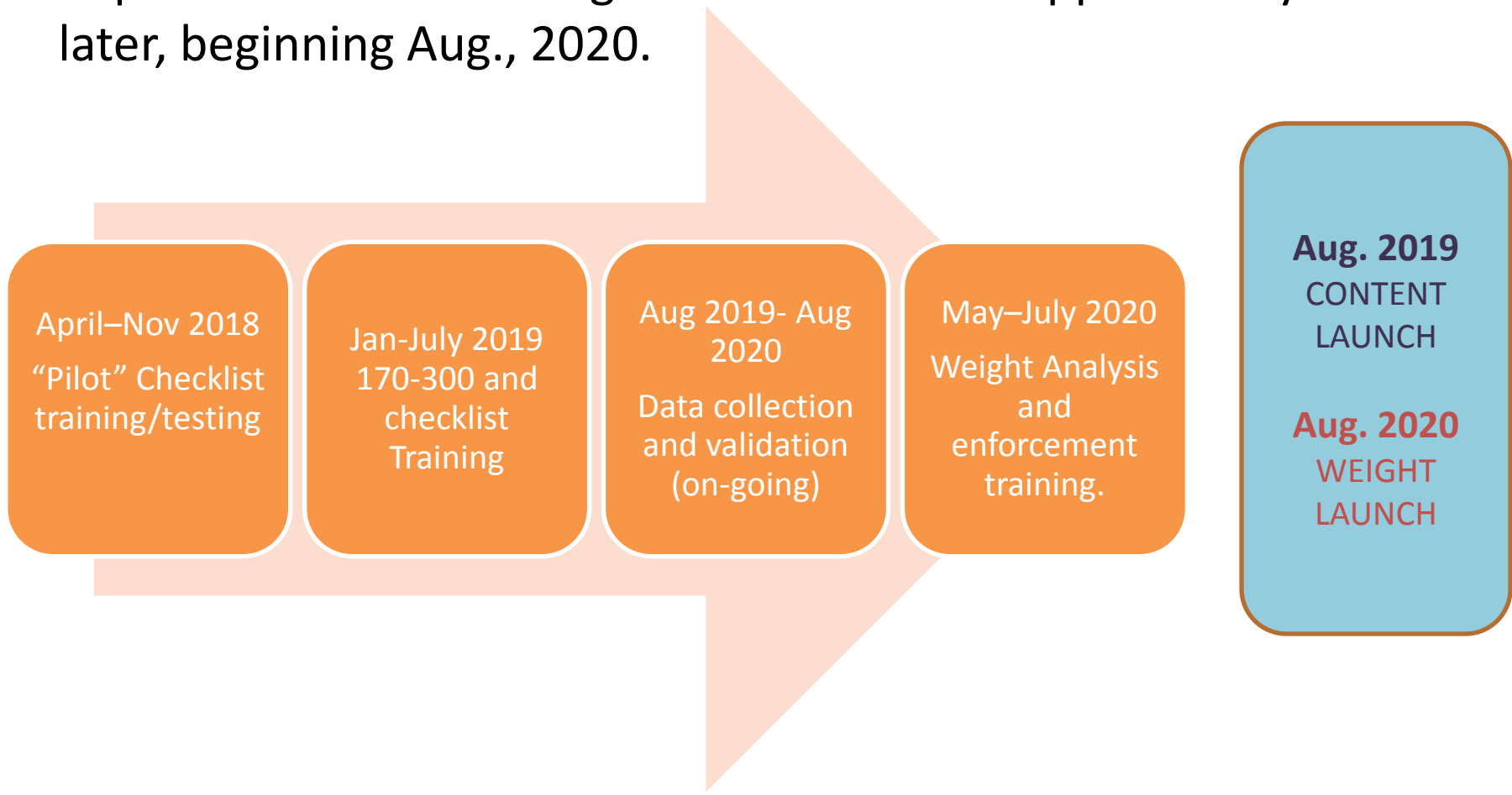
- Standards – Measures – Outputs – Outcomes

**Reliability** addresses the issues of shared knowledge and understanding

**Testing** ensures a seamless transition

# Proposed Timeline

Implement the *content* on our current timeline (Aug, 2019) and implement all of the weighted enforcement approach a year later, beginning Aug., 2020.



# Checklist Design

# The focused Checklist Content Areas

**9 sections**

Intent & Authority

Child Outcomes/Family Engagement

Interactions/Curriculum

Program Oversight

Environment - Indoor

Environment - Outdoor/General

Food and Nutrition

Infant Toddler

# The Baseline

Each section will always have:

- Fiene Key Indicators
- Regulations most critical to children's **immediate** health and safety (**weights #7** and **#8**)
- Rotating regulations of the remaining weight values

Historical findings:

**PRIOR** to a visit, Licensors may place no more than **3** historically “findings” per section into the baseline checklist.



# Key Indicators

## 13 Baseline Indicators

- 1) Child abuse
- 2) Immunizations
- 3) Staff: child ratio and group size
- 4) Director qualifications
- 5) Teacher qualifications
- 6) Staff training
- 7) Supervision / discipline
- 8) Fire drills
- 9) Administration of medication
- 10) Emergency plan & contact
- 11) Outdoor playground
- 12) Toxic substances
- 13) Hand-washing & diapering

## EXAMPLE:

- 1.1.1.2 Ratios
- 1.3.1.1 Director qualification
- 1.3.2.2 Lead Teachers & Teachers Qualifications
- 1.4.3.1 First Aid and CPR Training for staff
- 1.4.5.2 Child Abuse and Neglect EDUCATION
- 2.2.0.1 Supervision
- 3.2.1.4 Diaper Changing Procedure
- 3.2.2.2 Handwashing Procedure
- 3.4.3.1 Emergency Procedures
- 3.4.4.1 Recognizing and Reported Child Abuse
  
- 3.6.3.1 Medication Administration
- 5.2.7.6 BBP Training- Storage
- 6.2.3.1 Surfaces for Placing Climbing Equipment
  
- 7.2.0.2 Unimmunized Children
- 9.2.4.5 Emergency and Evacuation Drills

# Rule Rotation

Key Indicator	8	7	6	5	4	3	2	1
	Always on Baseline		Rotate 2 Years		Rotate 3 Years		Rotate 4 years	

\* Proposed rotation – Rotation will be determined based on NRM results to inform the pilot

## Rules that will not be placed on the checklist:

- Regulations that do not require provider action

## Findings that are *not* on the checklist

- DEL will still provide and document [Technical Assistance](#)

# Checklist Expansion

A provider's **strengths are rewarded** with lower oversight in those areas and **support is focused** where providers need it the most!

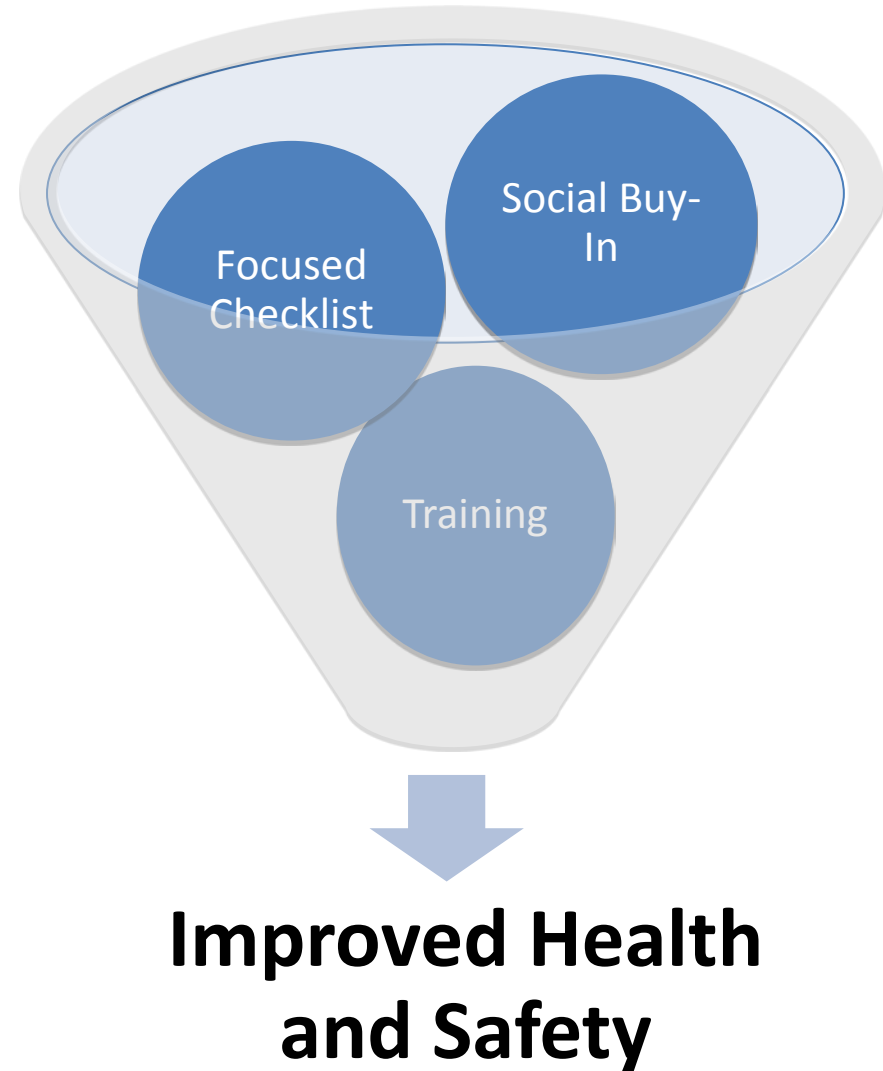
- Checklist expansion only happens if a **Fiene Indicator** or **heavy weighted** regulation is found non-compliant.
- Checklist expansion only of the **section** within which a violation is found (not the entire checklist).

# Conclusion

For the checklist to be reliable, it must be **consistent**

For the checklist to be effective, it must be **usable**

For the checklist to be trusted, **value** must be placed in the outcomes



# Questions

