

POLICY

Cancels: POL 10.1.8.T Conducting Monitoring Visits

See also: TSK 10.1.8A (E); TSK 10.1.8B (E); TSK 10.1.8C (E); RCW 43.216; 110-300; 110-301

Approved by: Luba Bezbordnikova

POL 10.1.8 (E) CONDUCTING EMERGENCY CHILD CARE MONITORING VISITS

This policy applies to DCYF conducting child care monitoring visits. This is a policy that may be in place during a State of Emergency.

1. DCYF Must Monitor Early Learning and School-Age Programs Not Less Than Annually Per Federal Requirements Except When A Program Is On Inactive Status

Monitoring visits should occur at least once every fiscal year. Staff may do a monitoring visit at any time during the year. Time between monitoring visits may exceed 12 month intervals. DCYF may vary the inspections within each fiscal year to change the season of inspections each year. Monitoring visits may occur more frequently, as needed.

2. Annual Monitoring Visit Due Dates Follow DCYF's Fiscal Year

DCYF's fiscal year starts July 1st and ends June 30th. One monitoring visit must be completed during this time frame. Annual visits must be completed by June 30th of each year. When an initial to non-expiring inspection is completed and the provider is issued a non-expiring license, the next annual monitoring visit is due during the next fiscal year.

If a monitoring visit is not completed during the current fiscal year due to the state of emergency, Supervisors will enter an observation note with explanation.

If the monitoring visit was not completed during the current fiscal year, DCYF will prioritize those visits for the following fiscal year.

3. Supervisors Will Assign Annual Monitoring Visits To Meet The Needs Of Each Office

Supervisors will meet at least quarterly with each Licensor to discuss progress on annual monitoring visits and approve Licensor's plans to complete and prioritize visits.

4. DCYF May Conduct Monitoring Visits During Evening, Overnight and Weekend Hours

If evening, overnight or weekend hours visit is necessary, Licensor will work with their Supervisor to develop a plan to complete this.

5. DCYF Must Conduct Annual Monitoring Visits Virtually and Health and Safety Verification Visits Unannounced, Except When Approved By A Supervisor

6. Visits Require Children Be Present At Virtual Or Health and Safety Verification

6a. If children (must include enrolled, non-household member) are not in care, the monitoring visit may be initiated with the expectation that the Licensor must return within 30 calendar days to observe the program with children present.

6b. If children (must include enrolled, non-household member) are not in care during the follow up visit, the Licensor must consult with their Supervisor for a decision on conducting further visits.

7. Non-Compliance Attached To Risk Indicators Will Automatically Expand Checklists

8. Children's Names Must Not Be Documented On Checklist And Observation Notes

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

Five child files will be checked for early learning and school-age programs when listed on the checklist.

9. DCYF Must Document Staff/Household Members First and Last Names On Checklist

For file reviews DCYF staff must document first and last names or first initials and last names of program licensee, staff, household members and volunteers. This includes minors used as a volunteer, staff or household members that have already completed a portable background check.

Centers/School Age: Minimum of five files reviewed, if applicable

Family Home: All member files reviewed

10. DCYF Must Document Monitoring Visit Notes Within 10 Business Days