

PROCEDURE

Cancels: PRO 10.1.1.T Developing Licensing Policies, Procedures and Tasks

See also: POL 10.1.1; RCW 43.216; 110-305; 110-300

Approved by:



PRO 10.1.1 DEVELOPING CHILD CARE LICENSING POLICIES, PROCEDURES, AND TASKS

Action by:

Licensing
Division (LD)
Policy Team

Action:

1. **Establishes** subsets of policies, procedures, and tasks to review on a rotating 5-year basis.
 - 1a. If statute changes occur, **reviews** impacted policies, procedures and tasks for any needed changes.
2. **Creates** timeline for completion.
3. **Prepares** policies, procedures, and tasks for review each year between May and September.
 - 3a. Emergent items may be addressed at any time.
4. **Forwards** list to Child Care Senior Administrator (CCSA) or designee.
5. **Receives** notice that policy is due for review, needs to be created or is in need of emergent revision.
6. **Organizes** licensing staff into two teams: Licensing Writing Team and Licensing Review Team.
7. **Sends** list of team members and list of policies to be reviewed or revised to assigned LD Policy Team member.
8. **Schedules** meetings with the Licensing Writing Team.
9. **Sends** list of policies to be discussed each meeting.
 - 9a. If policy is new, **writes** policy draft using current draft writing style.

Child Care
Senior
Administrator or
Designee

LD Policy Team

10. **Facilitates** meetings that include:

- Discussion of all required policies and any impacted licensing documents such as templates, forms, or letters.
- Consideration of feedback collected from licensing staff.
- Track changes of each document discussed.

11. **Sends** drafts to Licensing Review team.

12. **Schedules** meetings with the Licensing Review team.

13. **Facilitates** meetings that include:

- Discussion of all required policies and any impacted licensing documents such as templates, forms, or letters.
- Track changes of each document discussed.

14. **Posts** drafts to Insider for 15 business days for licensing staff review.

15. **Reviews** staff comments with CCSA or designee.

16. **Sends** the final drafts to Child Care Senior Administrator or designee.

Child Care
Senior
Administrator or
Designee

17. **Works with** Labor Relations Administrator for the union 21 day policy review.

17a. If no further discussion is requested, **sends** to DCYF Secretary or designee.

17b. If further discussion needed, **returns** policies to LD Policy Team member to coordinate further review. **Returns** to **step 16**.

DCYF
Secretary or
Designee

18. **Works** with CCSA or designee and **signs** policies when approved.

CCSA

19. **Signs** procedures and tasks.

CCSA and
Licensing
Workforce
Development
Senior
Administrator

20. **Determines** need for training and **establishes** communication plan.

20a. TA Team **plans** and **delivers** training statewide.

CCSA

21. **Sends** policies to LD Policy Team member.

LD Policy Team
or
Communications

22. **Ensures** all documents are:

- Added to the Learning Management System (LMS).
- Posted to the public DCYF Website.
- Posted to the internal DCYF Website.

Licensing Staff

23. **Reads, acknowledges, and follows** the policies, procedures, and tasks as posted on the LMS.