

TASK OUTLINE

Cancels: NEW

See also: POL 10.1.12 (E); PRO 10.1.12 (E); TSK 10.1.12A (E); TSK 10.1.12C (E); RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

TSK 10.1.12B (E) CONDUCTING CHILD CARE VIRTUAL INSPECTIONS

After determining the platform with the provider that will be used to conduct the announced virtual monitor visit, the **Licensors**:

1. **Reviews** child care licensing documentation in WA Compass, MERIT and other materials. Note areas of compliance and non-compliance on Child Care Licensing Monitoring Checklist
2. **Contacts** provider via phone to discuss items a provider should have ready to show virtually. Examples include, but are not limited to: flashlight, files, water temp, ground cover. **Schedules** virtual visit with provider.
3. **Initiates** virtual visit with child care provider at set time.
4. **Inspects** the early learning and school-age program and **completes** the checklist per WA Compass User Manual.
 - 4a. If any items are unable to be inspected virtually, **marks** status as “checks on site”.
5. **Develops** Inspection Report if needed. [10.1.21 PRO Managing Child Care Inspection Reports](#).
6. **Completes** and **emails** license checklist and Inspection Report to provider per WA Compass User Manual.
7. **Communicates** with provider that a visit will occur onsite to inspect health and safety items per [10.1.12C Conducting Emergency Health and Safety Verification Visits](#) to occur per leadership direction surrounding emergency circumstances.
8. **Ensures** compliance through verbal communication, via photos, video conferencing or scanned copy of document.
9. **Communicates** transition back to local Licensors if needed.

10. **Documents** notes in WA Compass within 10 business days.