

TASK OUTLINE

Cancels: TSK 10.1.8.T Conducting Monitoring Visits

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

Approved by: Travis Hansen

TSK 10.1.8A (E) CONDUCTING EMERGENCY CHILD CARE MONITORING VISITS

In order to conduct a child care monitoring visit, the **Licensing Staff**:

1. **Reviews** assigned case load with Supervisor and **discusses** plan for completion.
 - 1a. If a second staff is assigned for virtual or health and safety verification visit, **coordinates** visit dates.
2. **Reviews** the following licensing information:
 - Last monitor visit date
 - Non-compliance history within previous three fiscal years
 - Valid complaints within previous 12 months
 - Previous compliance agreement completion
 - Previous inspection report completion
3. **Calls** to schedule virtual monitoring visit and determines platform to be used with provider. The virtual visit could be done through Facetime, or a video conferencing platform such as Zoom, Webex or others.
 - 3a. If provider is unwilling or unable to do a virtual visit, **stuffs** with Supervisor and Area Administrator.
4. **Calls** and **initiates** a virtual visit per [TSK 10.1.8B \(E\) Conducting Child Care Virtual Inspections](#) before the annual due date (June 30th).
 - 4a. If provider is unavailable for visits, **stuffs** with Supervisor to develop a plan for completing monitoring visit before June 30th due date.
 - 4b. If three failed attempts occur within a three month span prior to the June 30th due date, **consults** with Supervisor for plan of action.
5. **Creates** sub case per WA Compass User Manual
 - 5a. If there is a different Field Staff** identified to complete the health and safety

verification visit, Virtual Staff* **communicates** necessary information with Field Staff and **exits** procedure.

6. **Conducts** a health and safety verification visit per [TSK 10.1.8C Conducting Emergency Health and Safety Verification Visits to occur](#) per leadership direction surrounding emergency circumstances.
7. **Communicates** areas of assistance with Virtual Licensor.
 - 7a. If virtual licensor is not the case owner, **skips to step 8**.
8. **Reviews** any patterns of non-compliance or incomplete inspection reports/FLCAs with Supervisor. Any reviews will be conducted by the case owner's Supervisor.

*A Virtual Staff is a person who completes the virtual visit.

** A Field Staff is a person who completes on-site inspections.

Note: One staff person may do one or both parts of the virtual visit and on-site inspections.