

Department of Early Learning

10.1.8

Monitoring Visits Procedure

1. Prior to conducting a monitoring visit, the licensor will check FamLink and the licensing file for the following items:
 - a. A pattern of non-compliance especially around health and safety WAC/RCW;
 - b. Any complaints that resulted in a valid finding since the last monitoring visit;
 - c. All previous Facility License Compliance Agreements (FLCA) have been completed and returned by the licensee;
 - d. If applicable, receipt of annual Declaration of Compliance form 10.10.20 (received annually from the provider, see 10.1.14 Non-expiring License Procedure).
2. A full checklist (10.9.3.5 Family Home Checklist, 10.9.4.6 Child Care Center Checklist, or 10.9.4.11 SA Checklist) must be used at least once every 3 years effective January 1, 2016. When the file is up for the three year review this must be verified and/or completed.
3. If there are no patterns of noncompliance, no valid complaints since the last visit and all previous FLCAs have been completed and returned; the licensor may use form 10.9.3.6 Family Home Abbreviated Checklist, 10.9.4.6 Child Care Center Abbreviated Checklist or 10.9.4.12 School-Age Abbreviated Checklist during the visit to record compliance with the WAC. If during the visit, the licensor finds noncompliance on the following, then a full checklist must be used for the visit:
 - a. Family Home Abbreviated Checklist ratios and capacity, supervision or discipline;
 - b. Center Abbreviated Checklist staff qualifications, discipline, supervision, ratios/group size; or
 - c. School-age Abbreviated Checklist supervision, discipline, staff qualifications, ratios/group size.
4. If there are patterns of noncompliance or valid complaints or incomplete FLCAs, the licensor will review the licensing information with their supervisor and use form 10.9.3.5 Family Home Full Checklist, 10.9.4.5 Child Care Center Full Checklist or 10.9.4.11 School-Age Full Checklist during the visit to record compliance with the WAC.
5. Monitoring visits must be unannounced, unless approved by a supervisor. If children are not in care, the monitoring visit can be conducted with the expectation that the licensor will return within 30 days to observe the program with children present. If children are not in care during the follow-up visit, the licensor must consult with their supervisor for a decision on conducting further visits.
6. If the licensee is temporarily closed a visit must not be conducted. This visit must be documented as "Attempted" in the provider notes.

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7. Attempted visits must be followed up and conducted within 30 calendar days. If a follow-up visit cannot be conducted, the licensor must consult with their supervisor for a decision on conducting any further visits.
8. A family home child care, child care center and school age program monitor visit must occur every 12 months – within 90 days prior to the yearly due date. The Monitoring Visit is considered late if it occurs after the yearly due dates. For example, if the last visit occurred on January 1, 2008, the next monitoring visit must occur within 90 days of January 1, 2009.
9. Children’s names or other identifying information must not be recorded on any checklist; children must only be identified by using numbers.
10. Licensee’s and staff’s first and last names must be recorded on all checklists. See “10.5.1 Background Check Verification” procedure for more information on matching the facility’s staff information with the information located at the DEL background check and/or MERIT website.
11. The licensor and licensee or child care staff will complete a compliance agreement to address any violation of WAC or RCW. See “10.1.3 Compliance Agreement” procedure.
12. The licensor must document the visit or attempted visit with a provider note in FamLink within five business days. The provider note must be written objectively and contain detailed information from the visit.
13. If the licensed facility has Early Childhood Education and Assistance Program (ECEAP) slots, the licensor will notify the DEL ECEAP Program Administrator that a visit has been conducted and that the information concerning the visit is in FamLink and Child Care Check.