

# POLICY

Cancels: POL 10.1.8.T Conducting Monitoring Visits

See also: TSK 10.1.8; RCW 43.216; 110-300; 110-301

Approved by: Luba Bezborodnikova

## **POL 10.1.8 CONDUCTING CHILD CARE MONITORING VISITS**

This policy applies to DCYF conducting child care monitoring visits.

### **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 must 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 1<sup>st</sup> and ends June 30<sup>th</sup>. One monitoring visit must be completed during this time frame. Annual visits must be completed by June 30<sup>th</sup> 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.

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

Assignment examples may include but are not limited to:

- Workload: divide the total number of monitoring visits by total number of Licensors and then divide again by 12 months to determine approximate monitors needed each month, per Licensor.
- Caseload: divide the total number of monitoring visits on a caseload by 12 months to determine approximate monitors needed each month, per Licensor.

Supervisors will meet at least quarterly with each Licensor to discuss progress on annual monitoring visits and approve Licensor's plans to complete visits by June 30<sup>th</sup>.

### **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 Monitoring Visits Unannounced, Except When Approved By A Supervisor**

**6. Monitoring Visits Require Children Be Present**

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**