

PROCEDURE

Cancels: 10.1.3 Managing Facility Licensing Compliance Agreements

See also: PRO 10.1.3; RCW 43.216; 110-300; 110-301; 110-300E

Approved by: Luba Bezborodnikova

PRO 10.1.3 MANAGING FACILITY LICENSING COMPLIANCE AGREEMENTS

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| Action by: | Action: |
| Licensor | <ol style="list-style-type: none">1. Determines if non-compliance may require enforcement action during inspection.2. Generates inspection report and clicks "Email IR to Provider" button to email inspection report to provider per WA Compass User Manual.3. Discusses potential enforcement action with Supervisor. |
| Supervisor | <ol style="list-style-type: none">4. Staffs with Area Administrator(AA) and Licensor. |
| AA | <ol style="list-style-type: none">4a. If AA agrees with enforcement action, staffs with Child Care Licensing Administrator and continues to step 5.4b. If AA doesn't agree with enforcement action, develops and discusses alternate plan with Supervisor and exits this procedure. |
| Child Care Licensing Administrator | <ol style="list-style-type: none">5. Staffs plan with the AA.<ol style="list-style-type: none">5a. If enforcement action is determined and is the best course, licensing staff follows applicable enforcement action policy and procedure and exits this procedure.5b. If enforcement action is determined and a FLCA is best action, continues to step 6. |
| AA | <ol style="list-style-type: none">6. Instructs Supervisor and Licensor on compliance plan. |
| Licensor | <ol style="list-style-type: none">7. Contacts provider, discusses why FLCA is being offered in lieu of alternate enforcement action.<ol style="list-style-type: none">7a. If provider accepts the FLCA, continues to step 8.7b. If provider denies FLCA, moves to enforcement action and exits |

procedure.

8. **Creates** FLCA and selects WAC violations per WA Compass User Manual.
9. **Enters** and **submits** a “complete by date” that each non-compliance issue will be corrected.
 - **Immediate concerns** must be corrected immediately or by the start of the next business day.
 - **Serious concerns** must be corrected as soon as possible but no more than 5 business days from the date of non-compliance.
 - **Short term concerns** must be corrected as soon as possible but no more than 10 business days from the date of non-compliance.
 - **Long term concerns** must be corrected as soon as possible but no more than 20 business days from the date of non-compliance.
- 9a. If provider requests more business days than all risk classifications require to correct non-compliance, **consults** with Supervisor prior to approval and **details** in provider note how health and safety requirements will be met.

Supervisor

10. **Reviews** and **approves or rejects** FLCA.
 - 10a. If approved, **clicks** approval and an automated email will be sent to provider and primary licensor.
 - 10b. If rejected, **clicks** rejected and waits for licensor to resend.

Licensor

11. **Documents** creation of FLCA report within 10 business days in WA Compass.
12. **Receives** FLCA in portal and **reviews** it for completeness and accuracy.
 - 12a. If FLCA plan of correction is not sufficient, **returns** to licensee or delegate via portal for updates until sufficient.
 - 12b. If FLCA is not received in person or within portal within 10 business days, **staffs** with Supervisor.

13. **Reviews** any completed FLCA and any returned documentation.
14. **Determines** if health and safety recheck is required per staffing with Supervisor and AA. Multiple follow up visits may be conducted. Recheck timelines for inspection report should still be completed as required by 10.1.21 Managing Child Care Inspection Reports POL/PRO. Exception: see [10.1.16 Managing Child Care Safe Sleep Practices](#).

Virtual, photographic or email verification may be used for some non-compliance issues, including but not limited to:

- Environmental changes
- Indoor/outdoor equipment
- Menu posting
- Documentation of activity program
- Supplies verified with receipt
- Changes to parent communication
- Staff development and training records
- Attendance logs
- Health care plan
- Fire drill record.

14a. If health and safety site visit verification necessary, **skips** to **step 17**.

14b. If health and safety site visit not necessary, **continues** to **step 15**.

15. **Enters** “correction verified date” information into the FLCA and regenerates new FLCA.

16. **Documents** FLCA completion in observation note in FLCA case within 10 business days of verification of compliance to include date of verification and **exits** procedure.

On Site Health and Safety Recheck:

Licensors

17. **Verifies** completion of noncompliance items through an on-site health and safety recheck. **Follows** recheck guidelines in **step 14**.

17a. If unable to complete verification within required timeline, **requests** Supervisor approval for extension.

Supervisor

18. **Documents** approval of extended timeline in WA Compass.

18a. If extension not approved, **staffs** next steps with Licensor.

Licensor

19. If program has not corrected noncompliance, **creates** adhoc inspection report and **consults** with Supervisor to determine next steps.

20. **Enters** "correction verified date" information into the FLCA and **regenerates** new FLCA.

21. **Documents** health and safety recheck and FLCA completion in observation note in WA Compass within 10 business days to include date of verification.