

# TASK OUTLINE

Cancels: TSK 10.1.8.T Conducting Monitoring Visits

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

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## TSK 10.1.8 CONDUCTING CHILD CARE MONITORING VISITS

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

1. **Reviews** the following licensing information:
  - Non-compliance history within previous three fiscal years
  - Valid complaints within previous 12 months
  - Previous compliance agreement completion
  - Previous inspection report completion
2. **Attempts** a monitoring visit before the annual due date (June 30<sup>th</sup>).
  - 2a. If provider is unavailable for visits, **staffs** with Supervisor to develop a plan for completing monitoring visit before June 30<sup>th</sup> due date.
  - 2b. If three failed attempts occur within a three month span prior to the June 30<sup>th</sup> due date:
    - Ensure there was an attempt to contact the provider by phone during the third visit while on the premises.
    - Discusses enforcement action with Supervisor and follows appropriate enforcement policy.
3. **Completes** appropriate checklist [POL 10.1.8 Conducting Child Care Monitoring Visits](#).
4. **Develops** inspection report including license violations and technical assistance non-compliances with provider for any WAC/RCW violations. [10.1.21 PRO Managing Child Care Inspection Reports](#).
  - 4a. If potential compliance agreement needed, **follows** [10.1.3 PRO Managing Child Care Facility Licensing Compliance Agreement](#).
5. **Documents** notes in WA Compass within 10 business days.
6. **Rechecks** any health and/or safety violations per [10.1.21 PRO Managing Child Care Inspection Reports](#).

7. **Documents** recheck visit notes in WA Compass within 10 business days.
8. **Reviews** any patterns of non-compliance or incomplete inspection reports/FLCAs with Supervisor.