

Annual Report Required Reporting

Virtual Visit Inspections

Frequently Asked Questions & Clarifications



The Child Care Services Division of The Department of Early Care & Learning is implementing a temporary online and virtual component to regulation of child care programs throughout the state, due to the COVID-19 public health crisis, mandated social-distancing, and group size limitations placed on the general public. Implementation will consist of two phases: Phase 1 – an online review of required reporting and documentation effective May 4, 2020, and Phase 2 – a virtual program visit effective June 1, 2020. This document will continue to be updated as new information becomes available.

- **What Programs are required to participate in the Annual Report Required Reporting and the Virtual Visit Inspections?**
 - Any Child Care Learning Center or Family Child Care Learning Home that is currently open and operating and who has **not** yet received their annual licensing study for the fiscal year 2019-2020.
- **How do Programs need to submit online documentation for their annual report/inspection review?**
 - Programs will submit all required documentation online through their DECAL KOALA accounts.
- **What platform should be used to access account information?**
 - Any internet platform can be used, but it is recommended that Google Chrome may be more compatible.
- **What if I don't have access to the internet or fax capabilities?**
 - Programs that do not have access to the internet or fax should contact their assigned Child Care Consultant for guidance.
- **Where in DECAL KOALA will programs submit this information?**
 - Log into your DECAL KOALA Account
 - Click on the Required Reporting on the ribbon along the top
 - Select the Green +Add Required Report button
 - Select the bullet for Annual Report/Inspection as the report type
- **When do Providers need to start sending information?**
 - After May 4, 2020 programs may submit their Annual Report/Inspection in DECAL KOALA within five (5) business days, after being contacted by their Child Care Consultant.

- **Where can I find out additional information about these requirements?**
 - Providers can contact their assigned Child Care Consultant for questions regarding these requirements. In addition, Providers can also review the email blast that was sent out on April 28, 2020 which has been posted on DECAL's website at <http://www.dec.state.ga.us/BFTS/Covid19.aspx>

- **What will be expected of me during a virtual visit?**
 - Programs will be asked to set availability for the visit and to have internet access and a mobile phone or tablet capable of streaming the visit.