



Georgia Department of Early Care and Learning

Child Care Services

CCS-1200 FOCUSED VISIT SYSTEM	Effective Date: 12/1/2008
	Revised: 4/26/12
	Revision Effective: 4/26/12

The following forms, letters, and/or reference materials are included at the end of this policy section:

1. Compliance Determination Worksheet
2. Core Rule Reference Chart
3. Core Rule Monitoring Visit Checklist
4. Focused Visit System Overview
5. List of Core Rules in each core category
6. Core Rule Reference Example Chart

LEGAL AUTHORITY: O.C.G.A. 20-1A-1 et seq.

Cross Reference/See Also: CCS-1300, Follow-up and Monitoring Visits; CCS-Licensing Studies

I. PURPOSE

This policy establishes guidelines for using the focused visit monitoring system. The focused visit monitoring system includes evaluating core rules, determining severity of the rule and the risk to children in child care learning centers, group day care homes, and family day care homes.

II. APPLIES TO

- A. Child care consultants

III. DEFINITIONS

- A. **Compliance Determination Process** – A monitoring system that is based on a set of core rule areas determined to have a higher impact on the health and safety of children. Child care programs are determined to be compliant or not compliant based on the number and the severity of the core rule violations cited during regulatory visits.
- B. **Core Rule Categories** – Specific rule categories identified as having the greatest impact on risk to children in care that are evaluated during each inspection visit.
- C. **Core Rules** – Specific rules in each core rule category identified as having the greatest impact on risk to children in care. Either all or a portion of the rules in each category may be designated as core rules.
- D. **Focused Visit** – An inspection visit during which the consultant evaluates the core rules. Each follow-up/monitoring visit and licensing study visit will be a focused visit.

- E. **Focused Visit System**– Monitoring procedures for child care learning centers, group day care homes and family day care homes that concentrates resources based on identified risk to children, identified through evaluation of the extent of compliance/noncompliance with the core rules during each inspection visit.
- F. **Severity** – The method for rating core rules to consistently determine the extent of the noncompliance and the degree of risk to children. Consultants print a Compliance Determination Worksheet at each visit conducted. Severity is categorized as low, medium, high, and extreme.

IV. POLICY

The policy of Bright from the Start is to ensure quality child care with the lowest possible risk to children by using the focused visit system. Consultants will identify facilities level of risk to children by evaluating the severity of noncompliance with core rules at each visit. Consultants will then focus resources and services on increasing compliance and quality in those facilities that are noncompliant.

V. PROCEDURES

- A. Focused visit monitoring system for child care learning centers, group day care homes and family day care homes.
 - i. Evaluating Core Rules. The consultant will:
 - 1. Observe and evaluate all of the core rules at each licensing inspection.
 - 2. Observe and evaluate the core rules from each category at each follow-up and monitoring visit as identified on the “Core Rule Monitoring Visit Checklist”. (Actual completion of this form is optional, but it is available for use as a working aid.)
 - ii. During the visit. The consultant will:
 - 1. Assess severity for each core rule citation at every follow-up, monitoring visit, licensing inspection, and complaint investigation. (Do not determine severity for citations of rules that are not core rules.)
 - 2. Assess severity for any core rule cited related to a complaint investigation, regardless of whether or not a follow-up, monitoring visit, or licensing inspection was conducted.
 - 3. For child care centers, group day care homes and family day care homes use the working aid, “Core Rule Reference Chart” to accurately and consistently determine severity.
 - 4. Not assess severity related to observations made during a technical assistance visit.
 - 5. Discuss the Compliance Determination Worksheet with the program official or person-in-charge; provide resources, i.e., the Example Core Rule Reference chart as needed.
 - 6. Print the Compliance Determination Worksheet and have the program official or person-in-charge sign the worksheet. Leave a copy with the program official or person-in-charge at the end of each visit. Attach the Compliance Determination Worksheet to the report and submit with processed work to be placed in the state file.
 - iii. Determining Compliance for child care centers, group day care homes, and family day care homes the consultant will:
 - 1. Complete the Compliance Determination Worksheet for each visit on an ongoing basis as the visits are made during the year (July 1 through June

- 30). The facility's compliance will be re-assessed once a year for the previous fiscal year's visits.
2. Maintain the Compliance Level Determination Worksheet in the worker file and an electronic copy on SharePoint throughout the year.
3. Use the Compliance Determination Worksheet completed during the previous year to determine a level for each facility annually by July 1st.

VI. COMMENTS

See the documents at the end of this policy section for details regarding the core rule categories, core rules, determining severity, determining compliance, and subsequent actions.

Under Revision