



## **Annual Regulatory Inspection Policy: Licensing Study and Monitoring visits**

The policy of Child Care Services is to ensure that licensing consultants conduct annual, unannounced, on-site inspections, evaluating rules for every licensed Child Care Learning Center and Family Child Care Learning Home twice a year. Two types of regulatory visits are conducted annually, *licensing study inspections* and *monitoring visit inspections*. The entire facility and all services provided by the licensee will be evaluated during the licensing study inspection, which is conducted during one half of the year. Monitoring visit inspections focus on core rules and any previously cited rule violations noted during the licensing study inspection and are conducted during the opposite half of the year to monitor a program or provider's progress and compliance.

Some investigations (i.e., complaint/incident investigations) can also be conducted at the same time a licensing study or monitoring visit is being conducted, but technical assistance visits, serious incident investigations, and Quality Rated observations cannot be combined with these visits. Child Care Services consultants prepare for both types of regulatory inspections by gathering all information about the program through KOALA Outback and files to become familiar with any limitations to the licensed capacity, as well as any supervision plans, floor plans, restrictions, variances, waivers, etc. granted and approved for the facility. The consultant will also review the facility's compliance history for the past year to be able to determine if previous noncompliance has been corrected during the inspection. Checklists are used during the visit to ensure a comprehensive evaluation of all rules and regulations takes place.

Once on site, the consultant conducts a walkthrough of each classroom in the program making notes of staff names, adult/child ratios, building premises conditions and any hazards observed, playgrounds and outdoor equipment, lesson plans and activities, equipment and materials, routine care procedures, and adult/child interactions and supervision. The consultant not only inspects to ensure compliance with all rules and regulations, but also checks to determine if any rule violations from previous visits have been corrected. The consultant checks program files for staff records, children's records, vehicle and transportation documentation, swimming and field trip documentation, medication administration, fire and safety drills, emergency preparedness procedures, menus, and attendance. All Core Rules must be checked, and results of observations documented during a licensing study inspection and the monitoring visit inspection. Once inspection of the program and written documentation has been completed, the consultant will document on a written report the compliance result of each rule, technical assistance support if provided, and a compliance and enforcement determination for any rules cited. If rule violations were noted, the program or provider will develop a plan of correction outlining specific actions they will take to return to compliance with the rule being cited and establish a time line for the corrections to be made. The consultant will review procedures if additional Adverse Actions are likely based on rule violations for the visit and the program or provider's compliance history. The consultant will note the plan of correction in the written report before reviewing it with the program or provider. After reviewing the written inspection report, both the consultant and program representative, or

provider will sign the report. A copy of the report is given to the program or provider for their records, and the consultant will upload the report into KOALA and mail the signed copy to the Atlanta office to be included in the state file. A copy of the inspection is also posted on the Department website and made available to parents and the public. If any Adverse Actions result from the visit, the consultant will prepare and track all necessary paperwork for the actions.