

How to Read a Licensing Visit Report

Have you ever looked up a program on the Department of Early Care and Learning’s website, clicked to view a report, and wondered, “What does this all really mean?” This is a quick breakdown of how to read a licensing visit report.

Date: 10/20/2015	Purpose: Monitoring Visit	Arrival: 9:50 AM	Departure: 12:20 PM
CCLC- 12345		Consultant	

- **Date:** The date the consultant visited the program.
- **Consultant:** Members of the licensing staff that conduct unannounced visits to programs to evaluate compliance with rules and regulations.
- **Purpose:** The type of visit the consultant conducted. There are several different visit types.
- **Arrival:** The time the consultant arrived to conduct the visit.
- **Departure:** The time the consultant completed the visit.
- **License Number:** Individualized license numbers assigned to each program.

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	Left	One Year Olds	1	7	C	14	C	NA	NA	Transitioning, Free Play, Diapering, Snack
Main	Middle (Entry)	Three Year Olds and Four Year Olds and Five Year Olds	4	23	C	38	C	NA	NA	Nap, Circle Time, Snack, Transitioning
Main	Right	Two Year Olds and Three Year Olds	1	9	C	11	C	NA	NA	Free Play, Snack, Transitioning, Nap, Circle Time
Total Capacity @35 sq. ft.: 63					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 39			Total Capacity @35 sq. ft.: 63			Total Capacity @25 sq. ft.: 0				

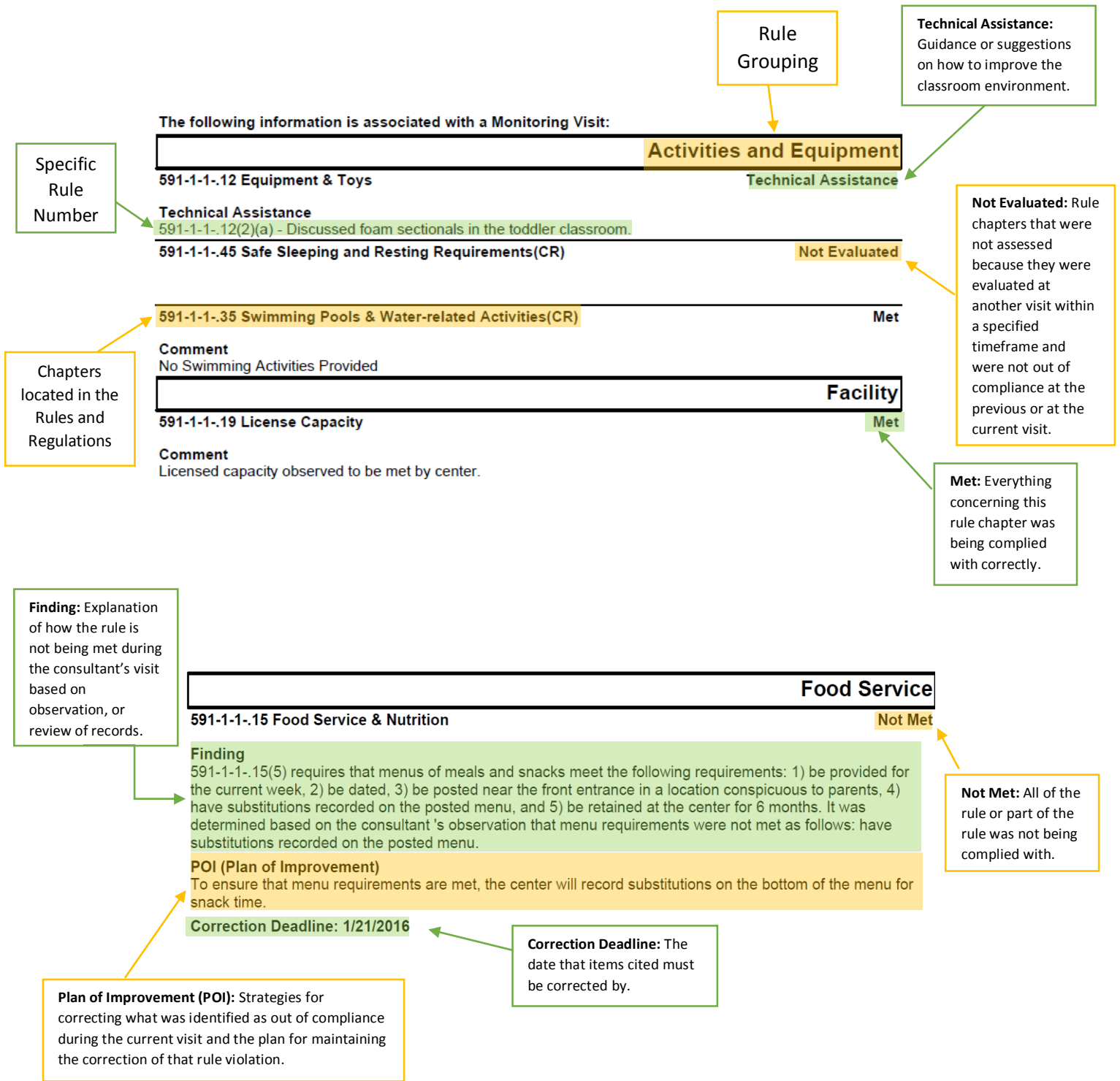
- **Building:** Tells what building houses the classroom because some centers have multiple buildings.
- **Room:** Location of each classroom.
- **Age Group:** Age(s) of children assigned to each classroom.
- **Staff and Children:** The number of staff members and children in each classroom at the time of the consultant’s visit.
- **Max 35 SF.:** The capacity each classroom is licensed for.
- **Notes:** Notates what activity the class was involved in at the time of the consultant’s visit.
- **Total # Children this Date:** The total number of children present in the whole program during the consultant’s visit.

Comments
 10/28/2015-The report was amended to include changes made to 591-1-1-.14(1) First Aid & CPR Training. A copy of the revised report was electronically forwarded to the provider on this date.

- General statements about the visit as quick reference for the program’s staff and for the consultant’s next visit.

Plan of Improvement: Developed This Date 01/21/2016

Due date for strategies developed, or to be developed, between the program staff and the consultant for correcting anything cited during the current visit.



A visit report has "Not Applicable" listed by some rules. How is it determined which rules will be evaluated?

- During an annual licensing study, all the rules are checked.
- During monitoring visits, "Core Rules" (rules identified to have the highest impact on health and safety) are checked.
- During follow-up visits and complaint and incident investigations, only certain specific rules are checked.
- Prior violations are followed up on no matter what the visit type is and will include a statement on the current visit indicating the violation was "Corrected" or "Re-Cited".