

Licensed Centers and Type A Homes: *Procedure Changes for Submitting Compliance Materials*

Office of Family Assistance Child Care
The Ohio Department of Job and Family Services

July, 2013

Purpose for Procedural Change

- More emphasis on:
 - Serious risk non-compliances
 - Technical assistance
 - Providers developing procedures to prevent future non-compliances

- Efficient use of time for providers and the Child Care Licensing Specialist (CCLS)

Types of Non-Compliances

- ❑ Regular Non-Compliance:
 - A violation that is not a serious risk non-compliance

- ❑ Serious Risk Non-Compliance (SRNC):
 - A violation that may lead to the greatest risk of harm to children

- ❑ Repetitive Regular Non-Compliance:
 - A violation that is not a SRNC but is repetitive over time

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New Center Compliance Requirements

- ❑ Providers will no longer be required to submit compliance for regular non-compliance violations
- ❑ Technical assistance will be provided during the inspection for non-compliances not requiring a response
- ❑ Providers will only submit compliance materials for:
 - SRNC violations cited during any inspection
 - Substantiated complaint violations
 - History of repetitive regular non-compliances

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New Type A Compliance Requirements

- ❑ Providers will no longer be required to submit compliance for all regular non-compliance violations
- ❑ Technical assistance will be provided during the inspection for non-compliances not requiring a response
- ❑ Providers will only submit compliance materials for:
 - Rules identified as comparable to SRNC cited during any inspection
 - Substantiated complaint violations
 - History of repetitive regular non-compliances

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Provider Compliance Responses

- ❑ When responding to a non-compliance requiring document submission, the provider should:
 - Think about how and why the non-compliance occurred
 - Develop procedural changes/systems to prevent a reoccurrence
 - Provide a detailed response that displays an understanding of the non-compliance and how it will be corrected

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Acceptable Written Compliance Response

- ❑ Non-Compliance:
 - Preschool child left unattended on the playground.
- ❑ Unacceptable Response:
 - “We didn’t know that Johnny was under the climber when the group went inside. This won’t happen again.”
- ❑ Acceptable Response:
 - “We have changed our procedures so that all children are accounted for prior to leaving the playground. A new attendance sheet has been implemented so there is a name-to-face child check. The staff will also conduct a walk around of the playground to ensure children are not left alone.”

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Acceptable Written Compliance Response

- ❑ Non-Compliance:
 - Slats on the playground climber with openings which pose an entrapment risk.
- ❑ Unacceptable Response:
 - “We fixed the wooden slats.”
- ❑ Acceptable Response:
 - “The entrapment was corrected by adding additional slats in the openings so there is no longer an entrapment risk. The administrator will continue conducting the playground inspection each quarter, but will make sure to check for entrapments each month by measuring the openings with a tape measure or ruler.”

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Technical Assistance

- The CCLS will provide technical assistance at the inspection for the non-compliances that do not require a response or submission by:
 - Asking the provider how they plan to correct the non-compliance
 - Giving examples of how a provider can correct the non-compliance
 - Sharing materials or other resources to achieve and maintain compliance
 - Referring the provider to a local Resource & Referral Agency or other community resource for training and materials

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Inspection Report Changes

- As a result of this procedure change, there will be minor changes to the inspection report.
 - For non-compliances which do NOT require a compliance response, the report will state that technical assistance was provided at the time of the inspection
 - For non-compliances which require a compliance response, the report will give instructions for submitting compliance

Previous Inspection Report Requiring Response

COMPLIANCE INSPECTION

Name _____ License Number _____

Handwashing and Infant/Toddler Care

Code
This rule sets requirements for diapering and appropriate toilet training procedures. When infants and children under two and one half years of age are removed from the spaces where they receive care for diapering and toilet training, the rule requires that these routines be practiced in a manner that is both safe and sanitary for the children.

Findings/Corrections
During this inspection, it was observed the following supplies, as required by the rule, were not available for diaper changing: disposable separation material. Please secure these items and forward written assurance they are now available for diaper changes.

Compliance Response Due by: 03/02/13

51012:13-40: Infant Daily Program (*) _____
51012:13-41: Infant Food Formula _____
51012:13-42: CIBS (*) _____

New Inspection Report Not Requiring Response

COMPLIANCE INSPECTION

Name _____ License Number _____

Food/Nutrition

51012:13-12: Water and Sewer Compliance Not Verified

Handwashing and Infant/Toddler Care

51012:13-15:1: Handwashing and Standard Precautions (*) Compliance Not Verified

51012:13-15:2: Diapering and Toilet Training (*) Out of Compliance

Code
This rule sets requirements for diapering and appropriate toilet training procedures. When infants and children under two and one half years of age are removed from the spaces where they receive care for diapering and toilet training, the rule requires that these routines be practiced in a manner that is both safe and sanitary for the children.

Findings/Corrections
During this inspection, it was observed the following supplies, as required by the rule, were not available for diaper changing: disposable separation material. Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. A written response for this rule noncompliance is not required at this time.

Compliance Response Due by: 03/02/13

Child Care in Ohio Website

- All non-compliances will continue to be displayed on the Child Care in Ohio website
- Non-compliances that do not require a response:
 - Status will indicate that technical assistance was provided, corrective action received
- Non-compliances that require a response or submission:
 - When an appropriate compliance response is received within the required time-frame, the status will indicate that the corrective action was received

Website Example

Ohio Child Care Listing Information - Microsoft Internet Explorer provided by ODFJFS

http://test.odfjfs.state.oh.us/odfjfsresults.asp?provider_number=CDCP3M1028&inspection_date=01%2F

Ohio Child Care Listing Information

Child Day Care

Ohio Child Care Listing Information

Inspection Findings for [REDACTED]
Inspection Date: 01/31/2013 Inspection Type: MONITORING
Rule Description: DIAPERING AND TOILET TRAINING

Findings:
During this inspection, it was observed the following supplies, as required by the rule, were not available for diaper changing: disposable separation material. Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. A written response for this rule noncompliance is not required at this time.

Status Updated: 02/01/2013 Status Update Remarks: Technical assistance provided at time of the inspection Compliance Status: CORRECTIVE ACTION RECEIVED

Centers are inspected before they become licensed. New centers are issued a 6 month provisional license. After the provisional license is amended to regular status, licenses are effective for two year periods. Licensed centers are inspected at least twice a year, when changes occur, or upon the receipt of complaints.

For complete records of child care licensing inspections and complaint investigations, including all allegations, please contact the Child Care Licensing Section at [REDACTED]

Effective Date

July 22, 2013

- ❑ Standard findings documented prior to July 22nd will require compliance submission for all rule violations as indicated in the report
- ❑ Regular non-compliance standard findings documented on or after July 22nd will indicate that technical assistance was provided

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