

# **Guidance**

## **Conducting “Initial” Inspections**

### **August 1, 2014**

**Background:** A child care center license or a family child care registration is required for an individual or corporate entity to operate a child care facility in Maryland. Child Care Center Licenses and Family Child Care Registrations are issued by the MSDE Office of Child Care. Applications for licensure are processed through 13 Regional Offices. The application process is a progressive activity that culminates into the applicant receiving a license or registration or being denied. The Office of Child Care provides technical assistance and support to the applicant throughout the process. While most application requirements are met through the submission of documents to a Regional Office, certain requirements can only be assessed through an initial inspection of the facility. This guidance outlines those requirements and the process for conducting “Initial Inspections” of Family Child Care Homes, Large Family Child Care Homes, Child Care Centers and Letters of Compliance using the Electronic Licensing Inspection System (ELIS) tablets.

**Process:** When an applicant is ready for an “Initial Inspection”, the majority of the application requirements should have been met (U& O, Fire, CBC’s, Releases, Medicals, Provider Requirements and Staff Requirements, etc.) leaving only the physical plant, program requirements, and certain health and safety requirements to check during the “Initial Inspection”. Using your ELIS tablet proceed as follows:

#### **A. Conducting the Inspection**

1. Pull up the “Applicant” from the ELIS database and the appropriate inspection form.
2. Select “Initial” inspection type and proceed to assess how the applicant meets the attached requirements. (See pages 3-6)
3. Use “C” if the applicant meets the requirement.
4. Use “N” if the applicant does not meet the requirement, and note (in the comment box next to the regulation) what is needed to meet the requirement.
5. **USE NO OTHER CODES**
6. In the “Remarks” section, write/type: “The regulations concerning management and administration, operational requirements, child protection and supervision, outdoor, water and transportation safety, health and nutrition were discussed.”
7. You and the applicant sign the inspection report and the Summary of Findings (SOF). Let the applicant know that you will mail the report.
8. **Save the inspection. DO NOT “CONDUCT” THE INSPECTION (Meaning: do not send to CCIS) until further notice.**
9. **Mail the report to the applicant upon your return to the office.**

**B. Follow-ups**

1. Follow-up visits must be conducted using the follow-up feature in ELIS. This will capture all time spent for the inspection and subsequent visits.
2. Note the dates “N”s were corrected on the SOF. If proof of meeting the requirements is received via mail, note the date received on the SOF.
3. Save the inspection. **DO NOT “Conduct” the inspection (Meaning: do not send to CCIS).**

**C. All Requirements Satisfied**

1. Continue to follow-up until all requirements are satisfied.
2. When all requirements are satisfied, you may “**CONDUCT**” the inspection sending it to CCIS.

**D. Attaching the License, LOC, or Registration Number to the” Initial” Inspection**

*Since the applicant is not licensed or registered until all requirements (including a satisfactory “Initial” inspection) have been met, a license or registration number does not appear on the “Initial” inspection report. Attach the license or registration number to the inspection report as follows:*

1. Submit completed application packet to Supervisor for review and approval.
2. Supervisor will approve in CCATS and issue the license, LOC, or registration.
3. The **day after** the Supervisor issues the license, LOC, or registration, merge your tablet to CCIS.
4. After merging, pull up the “Initial” application conducted for the provider and “**UNCONDUCT**” the inspection.
5. After the license, LOC, or registration number automatically in-fill on the Inspection, “**CONDUCT**” the inspection for the last time.

**Note: If you have any questions regarding this process, please see the Regional Office ELIS Super User.**

# **Licensing Requirements to Assess During Initial Inspections**

## **FAMILY CHILD CARE HOMES (COMAR 13A.15)**

### **CHAPTER .05 HOME ENVIRONMENT AND EQUIPMENT**

- .01 Suitability of the Home**
- .02 Lead Safe Environment**
- .03 A-B Cleanliness and Sanitation**
- .04 Rooms Used for Care**
- .05 Outdoor Activity Area**
- .06 Rest Furnishings**

### **CHAPTER 09 PROGRAM REQUIREMENTS**

- .01 Activities**
- .02 Materials/Equipment**

### **CHAPTER 10 SAFETY**

- .01 Emergency Safety**
  - B Post emergency escape route floor plan**
  - H (1) First Aid Supplies are readily accessible location**
  - (2) Inaccessible to children**
- .02 Potentially Hazardous Items**

## **LARGE FAMILY CHILD CARE HOMES (COMAR 13A.18)**

### **CHAPTER .05 HOME ENVIRONMENT AND EQUIPMENT**

- .01 Suitability of the Home.**
- .02 Accessibility.**
- .03 Rooms Used for Care.**
- .04 Home Repair and Maintenance.**
- .05 Lead-Safe Environment.**
- .06 Ventilation and Temperature.**
- .07 Water Supply.**
- .08 Sanitary Facilities and Supplies.**
- .09 Lighting.**
- .10 Telephone and Communication.**
- .11 Cleanliness and Disposal of Refuse.**
- .12 Outdoor Activity Area.**
- .13 Swimming Facilities. (if applicable)**

### **COMAR 13A.18.09 PROGRAM REQUIREMENTS**

- .03 Activity Materials, Equipment, and Furnishings.**
- .04 Rest Furnishings.**
- .05 Equipment for Infants and Toddlers.**
- .06 Storage.**

### **COMAR 13A.18.10 SAFETY.**

- .01 Emergency Safety Requirements.**
  - A. (4) Emergency Escape Route Posted in each Room**
  - C. Emergency Contact Info Posted by each Phone**
- .02 First Aid . . .**
  - E. A provider shall maintain first aid supplies . . .**
- .04 Potentially Hazardous Items.**

### **COMAR 13A.18.11 HEALTH**

- .03 Preventing Spread of Disease.**
  - A. Hand Washing Procedures Posted**

### **COMAR 13A.18.12 NUTRITION**

- .04 Food Storage/Preparation**
  - B. . .sufficient storage areas**
  - C. Food shall be stored. . (1) and (2)**
  - F. (1) Food not stored below overhead waste lines**
  - G. (2) Single Service items**
- .05 Food Preparation Area/Equipment**

## **CHILD CARE CENTERS (COMAR 13A.16)**

### **CHAPTER 05 PHYSICAL PLANT/EQUIPMENT**

- .01 Building Safety**
- .02 Accessibility**
- .05 Lead Safe Environment**
- .06 Ventilation/Temperature**
- .07 Water Supply**
- .08 Sanitary Facilities/ Supplies**
- .09 Lighting**
- .10 Telephone/Communication**
- .12 Outdoor Activity Area**
  - D. The activity areas shall be free from hazards . . .**
  - E. All outdoor activity Equipment shall be safe. . .**
- .13 Swimming Facilities (if applicable)**

### **CHAPTER 09 PROGRAM REQUIREMENTS**

- .03 Activity Materials, Equipment/Furnishings**
- .04 Rest Furnishings**
- .05 Infant/Toddler Equipment**
- .06 Storage**

### **CHAPTER 10 SAFETY**

- .01 Emergency Safety Requirements**
  - A (4) Emergency Escape Route Posted in each Room**
  - C Emergency Contact Info Posted by each Phone**
- .02 First Aid . .**
  - E. An operator shall maintain first aid supplies . . .**
- .04 Potentially Hazardous Items**

### **CHAPTER 11 HEALTH**

- .03 Preventing spread of Diseases**
  - A. Hand Washing Procedures Posted**

### **CHAPTER 12 NUTRITION**

- .04 Food Storage/Preparation**
  - B. . . .sufficient storage areas**
  - C. Food shall be stored. . (1) and (2)**
  - F. (1) Food not stored below overhead waste lines**
  - G. (2) Single Service items**
- .05 Food Preparation Area/Equipment**

**LETTERS OF COMPLIANCE (LOC)  
(COMAR 13A.17)**

**CHAPTER 05 PHYSICAL PLANT/EQUIPMENT**

- .01 Building Safety**
- .02 Accessibility**
- .05 Lead Safe Environment**
- .06 Ventilation/Temperature**
- .07 Water Supply**
- .08 Sanitary Facilities/ Supplies**
- .09 Lighting**
- .10 Telephone/Communication**
- .12 Outdoor Activity Area**
  - D. The activity areas shall be free from hazards . . .**
  - E. All outdoor activity Equipment shall be safe. . .**
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- .03 Storage**

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