### 4130 Preparing for the Inspection

LPPH June 2012

Policy

Licensing staff prepare for each inspection by reviewing:

a. the operation’s record;

b. the last enforcement action recommended for the operation;

c. the frequency of inspections made of the operation;

d. the operation’s compliance history, as documented in the CLASS system; and

e. the operation's fee payment history.

If the operation is under investigation, Licensing staff must consult with the Licensing supervisor to determine whether a monitoring inspection will interfere with the investigation. Licensing staff do not conduct an inspection if it interferes with an ongoing investigation.

Staff determine which minimum standard rules to evaluate during the planned inspection. If deficiencies with standards that pose a risk to the health and safety of children are cited during an inspection, compliance must be reevaluated with the same and related standards until compliance is established.

Licensing staff inspect general residential operations and residential treatment centers, as well as any other operation providing night or weekend care, during night or weekend hours at least once every two years. See [4134](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4000.jsp#LPPH_4134) Recommended Monitoring Frequency.

If an inspection cannot be made during night or weekend care, Licensing staff:

• obtain supervisory approval to conduct the inspection during regular visiting hours;

• document the justification for conducting the inspection during regular visiting hours; and

• document a plan for how night and weekend care will be evaluated for compliance with minimum standard rules.

During any type of inspection, including monitoring, follow-up, or investigation, Licensing staff use the *People List* in CLASS and CLASSMate to verify that the operation has complied with all background check requirements. See [5300](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_5300.jsp#LPPH_5300) Central Registry and Criminal History Searches.

Staff must create and save the initial draft of Form 2936 Child-Care Facility Inspection in CLASS before conducting the inspection.

Procedure

Reviewing Background Materials

To prepare for an inspection, Licensing staff review the following:

a. The most recent information in CLASS on enforcement recommendations for the operation, including the recommendation, the enforcement actions taken by other Licensing staff, and the operation’s recommended monitoring frequency

b. The capacity of the operation, the ages of the children served, the hours of operation (including days and months), and the services provided

c. The operation’s address and the directions to the operation

d. The name of the designated director or operator and his or her qualifications, or, for residential operations, the name of the licensed administrator and the last renewal date of the license

e. A history of the operation, including the following:

• Prior investigations

• Previous deficiencies

• Minimum standard rules that may need to be reevaluated for compliance

• Conditions and expiration dates of any waivers or variances and risk evaluations

f. The operation's fee payment history to determine whether the operation is current on all applicable fees, unless the operation is exempt from paying all fees (See [5260](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_5000.jsp#LPPH_5260) Verification of Fee Payment.)

g. Optional checklists, forms, reading guides, and applicable technical assistance materials

Completing an Inspection Form in CLASS

After reviewing the background materials related to an operation, Licensing staff complete inspection Form 2936 Child-Care Facility Inspection, in CLASS.

Enter the Details

To enter the inspection details in CLASS, on Form 2936 Child-Care Facility Inspection, Licensing staff take the following steps:

1. On any *Operation* main page, select the *Monitoring* tab.

2. On the *Inspection/Assessment List* page, select *Add New Inspection*.

3. On the *Inspection Details* page in the *General* section, select the appropriate *Inspection Type* (see [4120](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4000.jsp#LPPH_4120) Types of Inspections).

4. Choose the investigation numbers, if the inspection type is *Investigation* or *Monitoring and Investigation*.

5. Choose the appropriate *Follow Up to Inspections IDs* (select up to three IDs).

6. Enter the *Inspection Start Date* (The *Inspection Start Date* may be updated after the inspection, if necessary).

7. Complete other applicable fields and select *Save*.

Add Standards

Add any individual laws, rules, or minimum standard rules that must be evaluated, if applicable:

1. On the *Inspection Summary* page, select *Add New*.

2. On the *Standard Details* page, in the *Standard Information* section, click the *Search* button found next to the terms *Standard/Rule/Law* to conduct a search of the minimum standard rules applicable to the inspection.

3. On the *Standards Search* page, enter a keyword or select the appropriate option from the *Section* drop-down list and select *Go*. (The standard number can be used as a keyword to perform the search function.)

4. Select the appropriate standard.

5. Select *Choose* from the *Finding* drop-down menu, and select *Save*.

Save and Download

1. Save the draft form.

2. Download the saved draft to CLASSMate before conducting the inspection.