##### 6532.3 Licensing Responsibilities

LPPH ~~June 2014~~ DRAFT 7547-CCL

Procedure

The inspector reviews the report for compliance with minimum standards and makes one of the following decisions:

a. Accepts the report as complete

b. Returns the investigation to the CPA if the inspector determines that the investigation is not thorough and includes specific instructions and timelines for the CPA to complete the documentation and return the report

c. Seeks supervisory approval to reclassify the investigation as a Priority 4 (see [6532.4](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6400.asp#LPPH_6532_4) Reclassifying an Investigation of an Agency Home as a Priority 4)

If the report is accepted, the inspector also:

a. cites the CPA if the CPA overlooked a deficiency, failed to address a complaint in the investigation, or identifies patterns of violations in the home.

b. documents the investigation in CLASS according to the policies outlined in [6532.5](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6400.asp#LPPH_6532_5) Documentation of Investigations by Child-Placing Agencies;

c. notifies the CPA about the results of the investigation using the CLASS Investigation Letter (see [6700](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6600.asp#LPPH_6700) Documenting an Investigation); and

d. recommends to his or her supervisor if remedial action should be taken against the CPA.