**Licensing Policy and Procedures**

**Handbook Revision \_\_**

This revision of the Licensing Policy and Procedures Handbook was published on \_\_\_\_. Summaries of new or revised items are provided below.

For Licensing revisions only: Immediately following signoff, Licensing staff will prepare a highlighted document showing significant changes that we will post with the revision memo.

Documentation of Observations Made During the Inspection (PATS 10377)

The items below are revised to clarify what information the investigator must document during the initial investigation inspection.

Display of Revisions with Changes Highlighted (Word Document)

See:

6432 Documenting the Observations Made During the Inspection

6722 Observation Made During Inspection Field

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#### 6432 Documenting the Observations Made During the Inspection

LPPH ~~December 2015~~ DRAFT 10377-CCL

For requirements related to documenting the observations made during the inspection, see [6722](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6600.asp#LPPH_6722) Observation Made During Inspection Field.

#### 6722 Observation Made During Inspection Field

LPPH ~~December 2012~~ DRAFT 10377-CCL

Procedure

The inspector documents any observation made during the initial investigation inspection in the *Observation Made During the Inspection* field on the *Investigation Conclusion* page in CLASS.

The documentation in the narrative box must include:

 • the date the inspection was conducted;

 • specific observations of the operation related to the allegations; and

 • the specific area in which the incident being investigated occurred.

The inspector may document additional inspections conducted during the investigation as separate contacts in the contact list on the *Investigation Conclusion* page in CLASS.

See [6430](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6400.asp#LPPH_6430) Conducting Inspections.