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<th>Page</th>
</tr>
</thead>
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<td>SELECTING DEFICIENCIES/ADVISORY NOTES FROM THE TOOL</td>
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<td>45</td>
</tr>
</tbody>
</table>
CHILD CARE DOMAINS

The following Child Care inspection tools have been developed:

<table>
<thead>
<tr>
<th>Standard Tool</th>
<th>Combination of (3) current kits, all pertinent regulations and statutes from the last 5 years, the most common cited deficiencies, and regulations that correspond to items on the Caring for our Children Basics: Health and Safety Foundations for Early Care and Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domain Focused Tool</td>
<td>Used with the Standard Tool when a Type A or 2 Type B citations are noted</td>
</tr>
</tbody>
</table>

The Domain Focused Tools are used when non-compliance issues are identified during annual or random inspections for Child Care Centers and Family Child Care Homes and focus on the following domains:

Child Care Centers:

- **Care and Supervision**: protecting children in care, monitoring food intake or special diets, assistance in diapering, toileting, dressing, grooming, other personal hygiene needs, taking medication, etc.
- **Children's Records**: documentation on special diet or medical needs, individual development plans, etc.
- **Food service**: food and beverages provided to children in care
- **Personal Rights**: children's personal rights
- **Physical Plant**: furniture, toys, flooring, cleanliness, etc.
- **Reporting Requirements**: reporting incidents, etc.
- **Staff Records**: staff experience, qualifications, training, general information applicable to staff, etc.
- **Staffing Ratio and Capacity**: staffing ratios per number of children in care
- **Toddler Component**: children 18 months to three years of age

Family Child Care Homes:

- **Care and Supervision**: protecting children in care, monitoring food intake or special diets, assistance in diapering, toileting, dressing, grooming, other personal hygiene needs, taking medication, etc.
- **Facility Administration**: documentation related to criminal record clearances and exemptions, personnel requirements, reporting requirements, etc.
- **Personal Rights**: children's personal rights
- **Physical Plant**: furniture, toys, flooring, cleanliness, etc.
- **Records**: documentation related to immunization, emergency contact information, etc.
- **Staffing Ratio and Capacity**: staffing ratios per number of children in care
CREATING AN LIC809 AND OPENING AN INSPECTION TOOL

Open the facility profile for the facility for which you wish to complete a pilot inspection.

Select the ‘New Forms’ button at the top of the profile, then select LIC809 – Facility Evaluation Report.
A new LIC809 will open. Select the type of visit, and input the required fields including the ‘Met With’, ‘Census’, and Date/Time information. Make the appropriate selection for ‘Announced’ or ‘Unannounced’ visit.

**Note:** For the pilot, the only visit types that should be selected is Annual and Random:

Complete the Narrative portion of the report as you normally would.

Save the LIC809 by selecting the ‘Save’ button at the top of LIC809 screen.
Once the LIC809 is saved, a new button appears at the top of the form and includes the 'Inspection Tool Pilot' button.

When the 'Inspection Tool Pilot' button is selected, a drop down menu appears.

Select the 'Get Inspection Tool' from the drop down.
The Inspection Tool will appear as a **Inspection Tool** button just below the **Met With** field on the LIC809 form. Clicking on this button will open the Inspection Tool in edit mode in Excel.

A Pop-up Box will appear, please input either Small or Large Capacity License. This will ensure the proper set of regulations will load for the facility and automatically select N/A for non-applicable selections.
If the Excel file is not visible on your Tablet after selecting Inspection Tool, it is most likely open in the background. Selecting the Task View Icon or hold “ALT+Tab” and should assist users in locating the open file.

**Note:** You may need to select the ‘Enable Content’ button at the top of the Excel Sheet for the form to be editable.
The Inspection Tool will open in a new Excel window.

- Entrance Guidelines and Entrance Checklist tabs provide instruction for LPA to conduct the inspection at the facility.
- You will notice that each inspection domain is included as a worksheet tab at the bottom of workbook. Each worksheet tab contains the corresponding regulation/statutes that must be reviewed during the inspection.
There are cells to the right of each item listed on the tool. Click in the appropriate box (YES/NO/NA) to mark the result.

- YES, indicates the facility is in compliance.
- NA, indicates the regulation is Not Applicable during the inspection.
- NO, indicates the facility is not in compliance.
  - If ‘NO’ is marked:
- You have the option to select whether the deficiency will be cited as a ‘Type A’, or ‘Type B’ deficiency.
  - While you may mark multiple sections as noncompliant, only cite the most applicable requirement.
  - If you indicate that a section is not in compliance but only wish to cite under a specific sub-section, there is no need to select ‘Type A’ or ‘Type B’ in that section. If a sub-section is selected, the entire regulatory language for the main section will appear on the deficiency page.
- If a deficiency does not warrant a citation, you can also select either ‘TA’, or ‘TV.’
  - ‘TA’ indicates a Technical Assistance Note will be created.
    - ‘TA’ can be selected if either ‘YES’ or ‘NO’ is selected on the Inspection Tool.
  - ‘TV’ indicates a Technical Violation Note will be created for the non-compliant area.
    - ‘NO’ must be marked on the Inspection Tool in order to select a ‘TV.’

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Personal Rights</th>
<th>In Compliance?</th>
<th>Deficiency Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Section</td>
<td>Regulation/Statute Language</td>
<td>Yes</td>
</tr>
<tr>
<td>CCR 101223(a)</td>
<td>(a) The licensee shall ensure that each child is accorded the following personal rights:</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>CCR 101223(b)(1)</td>
<td>(1) To be accorded dignity in his/her personal relationship with staff and other persons.</td>
<td>NO</td>
<td>A</td>
</tr>
<tr>
<td>CCR 101223(a)(2)</td>
<td>(2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.</td>
<td>NO</td>
<td>B</td>
</tr>
<tr>
<td>CCR 101223(a)(3)</td>
<td>(3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including but not limited to: interference with functions of daily living including eating, sleeping or toileting, or withholding of shelter, clothing, medication or aids to physical functioning.</td>
<td>NO</td>
<td>TV</td>
</tr>
<tr>
<td>CCR 101223(a)(4)</td>
<td>(4) To be informed, and to have his/her authorized representative informed, by the licensee of the law regarding complaints including, but not limited to, information on confidentiality and the address and telephone number of the Department’s complaint unit.</td>
<td>NO</td>
<td>TA</td>
</tr>
<tr>
<td>CCR 101423 1.a</td>
<td>(a) In addition to section 101223.2, the following shall apply:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>CCR 101423 1.b</td>
<td>(b) Confinement to cribs, high chairs, playpens or other similar furniture or equipment shall not be permitted as a form of discipline or punishment.</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

- When a deficiency is noted, you may fill out the ‘Notes’ field of the form.
  - The ‘Notes’ cells are where you will input your observations regarding the noncompliant item. These notes will populate the LIC 809 narrative and the Deficient Practice Statement area of the LIC809D or the Comment section of the LIC9102.
• If the notes run off the page of the LIC 809, open a LIC809C and cut and paste the extra text over manually.
• For any items on the tool marked as Type A or Type B, the Deficient Practice Statement template language will be inserted into the Deficient Practice Statement box on the LIC809D, and the notes from the tool will also be appended below this template language. If there is too much text for the box it becomes scrollable, and only the visible text will print, edit the template language with the notes and make sure it fits in the space available.

Should you need to clear a Domain, the clear function can clear the whole column. This function will only clear the selected domain column, not the entire tool. The Clear Icon now resembles a Green Recycle Can as displayed below.

The ENTIRE Inspection Tool (EVERY DOMAIN WORKSHEET TAB) MUST be completed at the time of inspection.

• A summary tab is available and LPA can click this icon in the Notes section and will bring you directly to the summary tab which summarizes the completion status of each domain and Domain Focused tool(s.)
  o **Note:** The summary tab will list number of items missed in the Domain Focused tools regardless of a Domain Focused tool being triggered in a
particular domain. Please verify that a Domain Focused tool was not triggered when reviewing the summary sheet.

- **Note:** LPA can click the link of each domain the in the summary tab and will bring to domain directly.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Standard</th>
<th>Checked</th>
<th>Missed</th>
<th>Focused</th>
<th>Checked</th>
<th>Missed</th>
<th>Elapsed Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Plant</td>
<td>77</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Care and Supervision</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Records</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children Records</td>
<td>35</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staffing Ratio and Capacity</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Rights</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting Requirements</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Service</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toddler Component</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>00:00:00</strong></td>
</tr>
</tbody>
</table>

A reminder message will appear when exiting the Inspection Tool if the Summary tab was not opened/reviewed prior to exiting.
SELECTING DEFICIENCIES/ADVISORY NOTES FROM THE TOOL

If a Type A deficiency or 2 Type B deficiencies are selected in any of the domain areas listed on the Inspection Tool, a new ‘Domain Focused Tool’ within that specific domain will automatically open in the Excel sheet.

The Domain Focused Tool items will appear as yellow-colored rows on the sheet as depicted in the screen shot below. These rows contain additional areas of focus to be checked as a result of the Type A, or Type B citations noted during the inspection.

Type A citation selected in screen shot below.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Physical Plant</th>
<th>In Compliance?</th>
<th>Deficiency Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 1384.80</td>
<td>Every licensed child care center shall have one or more carbon monoxide detectors in the facility that meet the standards established in Chapter 178 (commencing with Section 1384.8) of Part 1 of Division 12. The department shall account for the presence of these detectors during inspections.</td>
<td>NO</td>
<td>A</td>
<td>Carbon monoxide detector is installed.</td>
</tr>
<tr>
<td>CCR 02130(a)</td>
<td>The license shall be posted in a prominent, publicly accessible location in the premises.</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Domain Focused Tool opens as additional yellow-colored cells that were previously hidden within the Inspection Tool sheet.

Note: Domain Focused tool items will populate throughout the worksheet. Please scroll back to the top of the sheet to ensure you review all items.

- You can move from one domain to another within the Inspection Tool by selecting the appropriate tab for the other domain.
  - If the domain you were working on was not entirely completed, you will receive a message that the domain is not complete.
Inspection Status

Physical Plant

Standard Sections for Inspection: 77
Standard Sections Inspected: 2

Domain Focused Sections for Inspection: 48
Domain Focused Sections Inspected: 0

Missed Sections
10224(a) 101174(b) 102174(b) 101174(b)(1) 101174(b)(2)
101174(b)(2)(A) 101174(b)(2)(B) 101174(b)(2)(C) 101174(b)(2)(D)
101174(b)(2)(E) 101174(b)(2)(F) 101174(b)(3) 101174(c) 101174(d)
101174(d)(1) 101174(d)(2) 101231(a) 101236(a) 101236(a)(1)
101236(a)(2) 101236(b)(1) 101236(c) 101236(e) 101236(e)(1)
101238(g) 101238(g)(1) 101238(g)(2) 101238.2(b)(1) 101238.2(c)
101238.2(d) 101238.2(d)(1) 101238.2(d)(2) 101238.2(e)
101238.2(e)(1) 101238.2(f) 101238.2(g) 101238.3(a) 101238.3(b)
101238.5(a)(1) 101239(a)(1) 101239(a)(1)(A) 101239(d)
101239(e)(1) 101239(e)(4) 101239(f) 101239(f)(1) 101239(m)(1)
101239(n) 101239(n) 101239(o)(1) 101239(q) 101239.2(a)
101239.2(a)(1) 101239.2(a)(2) 101438.1(c)(d) 101438.1(c)(d)(A)
101438.1(c)(d)(E) 101438.1(c)(E) 101438.1(g) 101438.2(b)
101438.2(c) 101438.2(d) 101438.3(b) 101438.3(c)(1) 101438.3(e)
1014
SAVING & CLOSING THE INSPECTION TOOL(S)

When all fields have been completed on the Inspection Tool/Domain Focused Tool, select the ‘Save’ icon on the Excel window to save the Tool.

Note: If you save the Inspection Tool without completing each domain, a message will appear informing you of the incomplete areas on the Inspection Tool.
Once the Inspection Tool (and Domain Focused Tool(s) – if applicable) has been completed and saved, you can close the Inspection Tool by clicking on the ‘X’ at the top-right of the Excel Window.

- Closing the Inspection Tool(s) will allow you to complete the LIC809.
  - **Note:** You may switch between the Inspection Tool and the LIC809 as needed throughout the inspection process.
COMPLETING THE LIC809

Once you have exited the Inspection Tool, remember to complete the Narrative portion of the LIC809.

**Note:** Once an Inspection Tool has been saved, you should select the ‘Save’ button on the LIC809 to ensure the Inspection Tool is properly linked to the report.

COMPLETE THE INSPECTION

If deficiencies were noted on the Inspection Tool or Domain Focused Tool(s), you will need to create deficiency page(s). Make sure that the Inspection Tool is complete before proceeding.

A new ‘Complete Inspection’ button appears on the LIC809. Selecting the ‘Complete Inspection’ button will create deficiency pages. You must select the “Complete Inspection” button to complete the report even if no citations/advisory notes were selected on the Inspection Tool.
You will see the following screen pop up as FAS creates and populates the deficiency page(s).

Please wait while we convert the inspection tool to 809D and or 9102...

If any deficiencies or advisories were noted, FAS will automatically create the deficiency and advisory page(s) (LIC809Ds/9102s) and from the fields completed on the Inspection/Domain Focused Tools. If there were no deficiencies or advisories, you will see this pop up window.

No Deficiencies

No deficiencies or advisories were found from this tool.

Once the process is complete, you will be taken back to the facility view. You will now see any newly created LIC809Ds/LIC 9102s below the LIC809.
Double-clicking on the LIC809D will open the new deficiency page.

- Note that the layout of LIC809D has changed. For any items on the tool marked as Type A or Type B, the Deficient Practice Statement template language will be inserted into the Deficient Practice Statement box on the LIC809D, and the notes from the tool will also be appended below this template language.
  - The new LIC809D form has a maximum of 2 citations per page. The system will generate the number of LIC809Ds needed to accommodate all citations noted in the Inspection Tool.
Double-clicking on the LIC9102 TV will open the new advisory note page.

- Only one technical violation may be recorded on each LIC 9102TV. When writing more than one technical violation, each must be individually documented on a separate LIC 9102TV. Each completed LIC 9102TV is attached to the inspection report.

Double-clicking on the LIC9102 TA will open the new advisory note page.
• When providing technical assistance, the LIC 9102TA requires the LPA to select the guiding statute or regulation, or “N/A” for “not applicable.” When the information provided is related to a statute, the “HSC” box is checked; when related to a regulation, the “CCR” box is checked; and when related to an interim licensing standard, the “ILS” box is checked. When the provided assistance is not related to a specific statute or regulation – such as when documenting best practices (e.g. on best practices of national standards that are not in California statutes or regulations) – the “N/A” box is checked and the HSC/CCR/ILS field(#) is left empty.

• When adding new advisory notes, you have the option to select the domain from a drop down menu. If you find that the topic does not fit under any domain listed, you must choose the ‘N/A’ option from the drop down.

At this stage, selecting the ‘Inspection Tool’ button again without editing the Inspection Tool will trigger the following message.
PLAN OF CORRECTIONS

You will need to input the Plan of Correction information for each citation in the ‘POC’ section on the deficiency page(s). Select the ‘Edit’ button on the LIC809D to edit the form.

Input the POC due date for each citation on the deficiency page(s), and complete the Plan of Correction field to document the plan.
Once all the information is input on the deficiency page(s), you can save and exit the form as needed.

**Note:** If you do not complete all the POC information and due dates when saving and exiting the form, the following message will appear.

Select the “Complete” bullet, and click ‘OK’ to continue completing the form as needed. When finished entering the additional information, save, and exit the form.
When to add an additional citation that wasn’t present in the tool, the LPA can manually add a citation within the LIC809D page by clicking “add citation”
A new LIC809-D or LIC9102 will open. The fields will not be pre-populated on these forms, so you will need to manually input the citation information, observations, the Plan of Correction (POC) information, and POC due date(s), or advisory note information.

Once all of the information is input on the deficiency page(s), you can save and exit the forms as needed.
REVISING AND REPLACING THE DEFICIENCY/ADVISORY NOTE PAGES BEFORE FINAL PRINT

It is possible that after reviewing the report, you notice that an error was made on the Inspection Tool and need to change a citation or advisory note.

- An example could be that a Type A was selected for a deficiency, when a Type B should have been selected.

First delete the narrative notes from the LIC 809.

- Select 809 under the facility to open narrative notes from LIC 809 and Click “Edit” button.

Select the populated text that was inserted into the narrative portion of the LIC809 when the LIC809D/LIC9102 forms were created (if applicable.)
Based on observation and interview, the Licensee failed to maintain a comfortable temperature (90 degrees) for 4 of 4 residents (R1, R2, R3, R4) in the living room which poses an immediate health and safety risk to residents in care.
To delete the incorrect 809Ds/9102s, open each LIC809D/LIC9102.

Select the 'Delete' button at the top of the form(s.)
A message box appears asking you to confirm deletion of the page. Type ‘yes’ (without quotes) on the blank field, and select the OK button. Repeat for each LIC809/LIC9102 previously created by system.

Follow the following steps to edit the inspection tool after having generated 809Ds/9102s.

Open the LIC809 and select the ‘Inspection Tool’ button.

A message will appear letting you know that you have already used the Inspection Tool to create LIC809D/LIC9102 forms.

Select the ‘Yes’ button to proceed and open the Inspection Tool.
Make the necessary edit(s) to the Inspection Tool.

When done, Save and Exit the Inspection Tool as described previously.

Then select the ‘Complete Inspection’ button on the LIC809.

The system will create all new LIC809D/LIC9102 page(s) once again.
Citation(s) can also be removed directly from the LIC809D page if needed.

In this example, the LPA decides that the second citation should be deleted, after the LIC809D has been created.

You can remove the desired citation by completing the following steps:

- Place the LIC809D in Edit mode by selecting the ‘Edit’ button.
• Delete all the text from the Plan of Correction field for the citation you need to remove.

• Delete all the text from the Deficient Practice Statement field as well.

• Double click within the POC Due Date field for the citation you need to remove.
  - The date should become highlighted in blue.
  - Press the ‘delete’ or back space button on your keyboard.
  - Press the ‘tab’ button on your keyboard or use your mouse to click into another field on the form.

• The following message will appear.
  - Select ‘OK’ to proceed.

• Click on the ‘Save’ button at the top of the LIC809D
• The following message will appear;
  o Select the ‘Remove’ bullet to remove the citation.

• The desired citation will be removed from the LIC809D.

NOTE: Please remember to go back into your Inspection Tool, and update it to reflect the deficiency originally cited is no longer selected as a Type A or Type B deficiency. Save the Inspection Tool and exit the tool when finished.
• There is no need to select the ‘Complete Inspection’ button on the LIC809.
DOCUMENTING STAFF/CLIENT INTERVIEWS

Interviews with clients and other information pertaining to the visit can be created from the LIC809 by selecting the ‘Inspection Tool Pilot’ button.

- Select the appropriate form as need from the dropdown box.
  - Select Staff Interview (Note: Client Interview not present in Child Care)

- Complete the Staff Interview form as described in the Ops Manual,
- Enter the name of staff interviewed (a mandatory field.) If the field is left blank, a message will appear as seen below.
Select the appropriate form as need from the dropdown box.

Once the form(s) have been completed, select the save button at the top of the form, and exit the form.

The Staff interview forms will appear as records attached to the LIC809.
<table>
<thead>
<tr>
<th>Facility</th>
<th>Visit date</th>
<th>Visit Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>740</td>
<td>06/15/2018</td>
<td>POST LICENSING</td>
<td>Staff Interview - SI</td>
</tr>
<tr>
<td>8400</td>
<td>06/15/2018</td>
<td>POST LICENSING</td>
<td>Client Interview - CI</td>
</tr>
</tbody>
</table>

**17201 LAHEY STREET**
INTER-RATER RELIABILITY

If an LPM is participating during the visit for purposes of creating an Inter-Rater Reliability Report, they must click “Inter-Rater Reliability” button, create a new LIC809 and select the same type of visit (i.e. – annual/random.)

- The Inter-Rater analyst must first check the box labeled ‘Inter-Rater Reliability’ to flag the LIC809 as an Inter-Rater report.
- The Inter-Rater analyst can open an Inspection Tool from the LIC809, as described earlier in this manual - “Opening an Inspection Tool.”
- The Inter-Rater analyst will need to complete the Inspection Tool/Domain Focused Tool(s) as described in the sections above, beginning with “Opening an Inspection Tool.”
- The Inter-Rater analyst will not need to complete the Narrative of the LIC809 along with any accompanying documents that the lead LPA will be responsible for completing e.g. LIC 809D, LIC 811, etc.
  - Select the ‘Complete Inspection Tool’ button to complete the report as described in section ‘Complete the Inspection.”
LIC809D/LIC9102 records will be created if deficiencies or advisory notes were selected on the Inspection Tool
  - The Deficient Practice Statement, POC Due Date, and Plan of Correction do NOT need to be completed by the Inter-Rater analyst.
- The Inter-Rater Report will display **INTER-RATER RELIABILITY INSPECTION** in the title of the report.

- The Inter-Rater report do not need to be final printed
- **Note:** The Inter-Rater analyst will NOT receive credit for the Inter-Rater report, and must be added as a Joint visitor to the primary analyst’s report.
  - Described in section, ‘Joint Visits’ below.
JOINT VISITS

If the inspection was a joint visit, (i.e. – another LPA created an “Inter-Rater” LIC809) crediting the additional personnel is completed as described in the FAS Manual, section 4.1.072 (Joint Visits.) When the LIC809 is in edit mode, select the ‘Visits’ button, then select ‘Joint Visit.’

A pop-up window will appear where the additional LPA name(s) can be selected by selecting the box next to their name(s).
RECORDING THE VISIT

Once the LIC809 and Inspection Tool/Domain Focused Tool(s) have been completed, please remember to read each page of the report out loud with the facility representative, and obtain signatures on the LIC809 (and continuation pages if applicable.)

The LIC809 must be final printed to record the visit.

Please final print the documents by opening ONLY the first page (LIC 809) and placing it in edit mode and final printing. Please do not have the continuation form(s) (LIC 809 - C/D, etc.) open during the final print process. See section 4.5.02 of the FAS Manual for additional information regarding Final Printing and Crediting Visits.

Please do not expand this signature box itself as this will create pagination and spacing issues. Please use the View and Zoom features if you need to expand it.
ANNUAL CONTINUATION

If the inspection cannot be completed on initial inspection, please complete the current domain that you are in. you can continue the visit by creating a new LIC809 (Case Management – Annual Continuation.)

- **Note:** Upon completion of every inspection, the 802 should be Final Printed. (citing for the deficiencies entered the tool for that day)
- **The Continuation Visit is opened by double clicking on the previous Completed Final Printed document.**

After entering the Facility Evaluation Report of the initial LIC809, the LPA can scroll to the far right button of the panel and select “inspection tool.”

This time an option to “continue inspection” will appear.
This will be an indicator that a “Continuation Inspection” will occur before entering the Inspection Tool.

Begin the Case Management- Annual Continuation by entering the Inspection Tool icon.
Once opened, the summary tab will highlight items that require inspection and missed items within each domain will be highlighted and will require further inspection.

- The initial domain in the continuation inspection will be the domain tab after your last saved domain in the previous inspection and continue to conduct the inspection as usual complete 809 and final print 809D/ LIC9102 TA/ LIC9102 TV
INSPECTION TOOL SURVEY

Once you have completed and final printed the report documents, a message will appear in your Workflow titled, Inspection Tool Survey.

<table>
<thead>
<tr>
<th>Workflow</th>
<th>Assigned Work</th>
<th>Trash</th>
<th>All Documents</th>
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Once you return to the office, please open the message (double click the message) to complete the survey. Users should complete these as soon as possible after completing the inspection while their recollection of the visit is still fresh. Select blue Hyperlink to begin.

Facility: HAUENSTEIN FAMILY CHILD CARE  
Visit Date: 06/13/2018  
Facility Number: 197415881  
Visit Type: Annual Random

LPA Post-Inspection Survey

Dear Past,

You are receiving this message because you recently completed an inspection using the new inspection tool. As part of the pilot, we ask that you complete a survey designed to collect information regarding your experience with the new inspection tools and process.

To begin, please click on the survey link.

If you have any questions about the survey or encounter difficulty accessing the site, please email inspectionsprocess@ddcs.ca.gov.

We appreciate your participation and will use your feedback to improve inspection process as we move forward.

Thank you,
Inspection Process Project Team

Were domain focused tools triggered during the inspection?

- [ ] Yes
- [ ] No

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There are multiple questions to complete for the survey, please complete all.

Once complete with the survey, click the ‘Submit’ button at the end of the form.