

## MODIFIED COMPREHENSIVE VISIT LICENSEE SELF-ASSESSMENT

### CHILDREN'S RECORDS MODULE

### CHILD CARE CENTERS

This guide is provided to child care centers determined by the licensing agency as eligible for a modified comprehensive visit. For eligible centers, the licensing evaluator will not include a review of children's records as part of the annual licensing evaluation. The licensing evaluator will, however, review children's records at least one time during a three-year period. When given this guide, the child care center will be asked to evaluate children's records requirements independently, and to certify that all records are in compliance with licensing standards. This independent review is voluntary. If the child care center chooses to review these records, review by the licensing evaluator will not be necessary.

This guide is to assist child care centers in reviewing the records for the children in care. The guide lists some of the most common problem areas involving children's records found by licensing staff. Read each statement and check Met or Not Met for the answer that best describes the completeness and accuracy of the records in the center. If a problem with children's records is identified (records are missing, incomplete, or inaccurate), please take appropriate action to ensure that the problem is corrected within 30 days. This is not a complete list of licensing requirements. When the licensing worker visits, they may look at more than what is in this guide. Please review the child care center regulations for all requirements.

Met	Not Met	Children's Records
		1. Children's records are current and kept confidential. [101221] <ul style="list-style-type: none"> <li>- Records are updated when needed.</li> <li>- Kept for 3 years upon termination of services.</li> </ul>
		2. Admission Agreements [101219, 101221].
		3. Immunizations are current. <ul style="list-style-type: none"> <li>- Immunizations are current ('blue cards'; PM 286) for non-school-age children [101220.1].</li> <li>- No child was admitted without proof of up-to-date immunizations.</li> <li>- Against belief statement on file.</li> </ul>
		4. Authorizations for dispensing medications signed by parents [101221].
		5. Identification and emergency information forms (LIC 700) [101221].
		6. Medical assessment is on file [101220]. <ul style="list-style-type: none"> <li>- Child's Pre-Admission Health History-Parent's Report Forms (LIC 702).</li> <li>- Child's Pre-Admission Health Evaluations-Physician's Report forms (LIC 701).</li> <li>- Special needs identified.</li> <li>- Medication needs included.</li> <li>- Ambulatory status included.</li> </ul>

		7. Documentation required for health-related services (e.g., blood-glucose monitoring, nebulizer care (LIC 9166), gastrostomy-tube care (LIC 701A and LIC 701B)).
		8. Consent for Emergency Medical Treatment forms (LIC 627) [101221, 101226].
		9. Needs and Services Plans for infants, if applicable [101419.2].
		10. Unusual behavior or signs of illness is reported to the parent/guardian and noted in the child's record [101226.3]. - Unusual Incident/Injury or Death Reports (LIC 624).
		11. Parents' Rights (LIC 995) receipts, signed and dated [101218.1, 101221].
		12. Personal Rights (LIC 613) receipts, signed and dated [101221, 101223].

Notes/Comments	

Please complete the self-certification statement after review of the center's children's records. Attach the Facility Evaluation Report (LIC 809) to this document and keep the completed and signed form in the facility file available for public review. At the time of the next visit by the licensing evaluator, he/she may ask to see this completed form.

I certify, under penalty of perjury under the laws of the State of California, that the above is true and correct. I understand that I am responsible for correcting all deficiencies.

SIGNATURE OF LICENSEE/FACILITY REPRESENTATIVE		DATE
FACILITY NAME	FACILITY NUMBER	EVALUATOR