

# The Monitoring Process for Child Care Programs in Indiana

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## TYPES OF CHILD CARE PROGRAMS:

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There are 4 types of regulated child care programs, as defined by Indiana statutes, which are licensed, registered or certified by the Office of Early Childhood and Out-of-School Learning:

- LICENSED CHILD CARE HOMES
- LICENSED CHILD CARE CENTERS
- UNLICENSED REGISTERED CHILD CARE MINISTRY
- LEGALLY LICENSED EXEMPT CHILD CARE HOME / CENTERS (LLEP)

## Purpose of Monitoring

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Monitoring is important because not only does it allow the consultant to see a true picture of how the program is functioning on any given day, but it provides an opportunity for technical assistance and consultation which helps build a positive working relationship between the licensee and their consultant.

Monitoring is a process whereby compliance on some, most, or all licensing laws, rules, standards, and policies are assessed. In almost all instances, monitoring is unannounced, meaning the licensee does not know when their licensing representative will visit. All licensees are subject to unannounced monitoring, at least annually or bi-annually for Unlicensed Registered Ministries. A licensee's failure to cooperate with monitoring, or any visit of any type, may be grounds for enforcement.

- Upon arrival to the inspection the Child Care Licensing consultant will introduce themselves, explain the purpose of the visit, and may ask for a space to conduct the paperwork review.
- All areas used for child care or areas accessible to children may be assessed.
- Documentation required to be maintained by the program, which includes postings, child and adult files, and historical records, may be reviewed.
- An exit interview will be conducted to review the licensing inspection report including findings and appropriate corrective actions, if applicable.
- Once the inspection is completed, the program will receive a copy of the inspection report and a customer service survey via email.

# THE MONITORING PROCESS FOR CHILD CARE PROGRAMS IN INDIANA

## WHAT HAPPENS AFTER AN INSPECTION IS COMPLETED?

If the program is found to be out of compliance with items, the consultant prepares and sends a Plan of Correction or a Plan of Improvement to the program. The Director/ Provider/ Licensee receives the plan and has 10 days to respond on the plan with how they have or will correct the non-compliance. Programs that are cited for CCDF non-compliances will have 21 days to respond with how they have corrected the non-compliance. Programs are expected to maintain compliance at all times.

**Federal law requires states and territories to post the results of child care monitoring and inspection reports online. For Indiana these can be found at Child Care Finder or at the following link: <https://www.in.gov/fssa/carefinder/>**

## Pre-Licensing Inspection:

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This type of announced inspection occurs at least once prior to the issuance of a license, registration, or certificate and is conducted by appointment at the convenience of all parties involved. Compliance is assessed according laws and rules for the program auspice type and the licensee's ability to pass an on-site inspection in regards to the following: building structure and design, toilet and handwashing facilities, equipment, materials, personnel and children files, polices, required training, educational requirement, intake forms, kitchen, nutrition and health program (if required) and a compliance inspection with Department of Homeland Security's State Fire Marshal (if required).

Center Pre-Licensing Checklist

Center Inspection Checklist

Home Child Care Inspection Checklist

Unlicensed Registered Ministry Inspection Checklist

## Technical Assistance

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Licensing consultants serve a dual role as regulator and consultant. At times a program may require technical assistance to add regulated space, inspect renovated rooms, etc. Technical assistance is based on professional experience or expert knowledge/information and the focus is to support the program with the maintenance of minimum licensing rules. As such, the first provisional inspection for Homes and Centers should be more of a technical assistance inspection.

## Provisional Inspection:

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As used in this rule, "provisional license" means a license issued to a child care center or family child care home licensee whose services are needed, but who is not able to demonstrate compliance with a rule because the child care program is not in full operation. A provisional license may be issued for a period not to exceed twelve (12) months and is subject to review every three (3) months.





