

## FACILITY ASSESSMENT CHECKLIST FOR CHILD CARE CENTERS

To assess an allegation of abuse in a licensed child care center:

- \_\_\_\_\_ Notify the facility administrator of the administrator's responsibility to ensure the safety of all children in care. Document the administrator's plan to provide for the safety of children in care. If the facility administrator is the person alleged responsible, contact DHS supervisory staff.
- \_\_\_\_\_ Evaluate the safety of children named in allegation and other children the person has access to. This includes the named victim child and other children enrolled who are supervised by person alleged responsible, and could in some cases include the provider's own children. Document in report.
- \_\_\_\_\_ Contact law enforcement in cases of immediate threat or if a criminal act is alleged. A joint investigation of allegation may be warranted.
- \_\_\_\_\_ Notify the DHS child-care licensing consultant by the end of the next business day after date of intake. Plan for a joint visit to child care center. Document this contact in the report.
- \_\_\_\_\_ Acquire the attendance record for the dates specified and the names of the children cared for by the person alleged responsible, along with their parents' names, addresses, telephone numbers.
- \_\_\_\_\_ Contact parents of children to be observed or interviewed. Observe all named children according to the one-hour, 24-hour, or 96-hour requirements. Observation of other children supervised by the person alleged responsible may or may not be necessary, based on their safety/risk assessment.
- \_\_\_\_\_ Interview parents of children in care who arrived or departed on the date or at the time the alleged abuse occurred. Interview children who were in attendance who are able to provide statements.
- \_\_\_\_\_ Interview the staff people alleged responsible, staff or helpers on duty the date of the alleged abuse, supervisors, and the child's case manager or juvenile court officer. Clearly identify collateral sources with titles and phone numbers.
- \_\_\_\_\_ Send written notice to parents within 5 days that assessment has been initiated.
- \_\_\_\_\_ If other children are identified as possible victims, open new incidents on them. Assign an incident number for each non-sibling child victim and non-related person alleged responsible. The intake date is the date potential victim status was determined.
- \_\_\_\_\_ Review the center's licensing file for compliance concerns, complaints, and child abuse and criminal record checks on staff.
- \_\_\_\_\_ Review child's case record at the center, the facility log, incident reports, personnel records, internal investigation report, training plans, etc.
- \_\_\_\_\_ Send written notice on the outcome of the assessment to parents, the person responsible, the facility administrator, the county attorney, and the juvenile court. Notify the Child Care Assistance worker if applicable. Notify the DHS licensing worker of the outcome. Document this in the report. When the report is founded, the licensing worker notifies the parents of other children in care, conducts a record check evaluation, and posts a notice according to licensing policy.
- \_\_\_\_\_ Notify the county attorney (in consultation with regulatory staff) if the child care center is operating illegally, or if founded abuse should result in a temporary injunction to providing child care services.
- \_\_\_\_\_ Prepare a "notice to facility" letter in consultation with the child-care consultant in all child-care center assessments where noncompliance with facility policy or practice is identified. Provide copies as indicated in the manual (facility administrator, licensing consultant, Division of BDPS, and project manager). This becomes a part of the public regulatory file.
- \_\_\_\_\_ Offer the provider an opportunity to meet with you and the child-care consultant to discuss the findings of the report and any regulatory setting problems identified.