

**FACILITY ASSESSMENT CHECKLIST
FOR CHILD CARE HOMES**

To assess an allegation of abuse in a registered child development home or nonregistered child care home:

- _____ Evaluate the safety of children named in the allegation and all other children the person has access to. This includes the named victim child, the provider's own children, and all children enrolled. Document in report.
- _____ Contact law enforcement in cases of immediate threat or if criminal act is alleged. A joint investigation of allegation may be warranted.
- _____ Notify the child-care registration worker by the end of the next business day after date of intake. Determine a plan for a joint visit to the home. Document this contact in the report.
- _____ If the provider is the person alleged responsible, discuss alternatives to provider supervision while the assessment is in progress and whether abuse occurred and the person responsible is being determined.
- _____ Acquire the attendance record for the dates specified, the names and addresses of the children enrolled, and their parents' names, addresses, and telephone numbers from the provider files. Ascertain the household composition.
- _____ Contact parents of children enrolled to arrange to time to observe or interview.
- _____ Observe all children according to policy. Follow the one-hour, 24-hour, or 96-hour observation requirements. Observation of other children supervised by the person alleged responsible may or may not be necessary, based on the allegation and 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 staff or helpers on duty the date of the alleged abuse. Clearly identify collateral sources with titles and phone numbers.
- _____ Send written notice to parents of victims within 5 days of initiating assessment.
- _____ If other children are identified as 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 child care registration file, and check for child abuse criminal record checks on every member of the household.
- _____ Schedule consultation regarding regulatory concerns with registration worker. Acquire list of complaints received regarding the named provider.
- _____ Send written notice regarding the outcome of the assessment to the parent, the provider, the person responsible, the county attorney, and the juvenile court.
- _____ Notify the DHS registration worker of the outcome so that action can be taken. When the report is founded, the registration worker sends notices to parents of other children in care, conducts record check evaluation, and posts notice according to registration policy.
- _____ When the report is founded, notify the Child Care Assistance worker if applicable. Make this contact even if the home is not registered. Document in report. The CCA worker notifies parents.
- _____ Notify the county attorney (in consultation with regulatory staff) if the child-care home is operating illegally, or if founded abuse should result in a temporary injunction to providing child-care services.
- _____ Offer the provider an opportunity to meet with you and regulatory staff to discuss the findings of the report and any regulatory setting problems identified.