

Children’s Residential Facilities Licensing Inspection Tool

This worksheet is a voluntary tool designed to help providers prepare for a licensing inspection. It outlines examples of the information and documentation that the licensing inspector will review during the inspection.

Please Note: This worksheet is not an all-inclusive list, as your inspector may request additional information/documentation during the inspection.

General Program Information	
Program Name:	
Chief Administrative Officer:	
Program Director:	
Child Care Supervisor:	
Community Liaison:	
Name/Title of staff person in charge today:	
Licensed Capacity:	
Current Total Census:	
Which, if any, special programs are operated?	<input type="checkbox"/> Temporary emergency shelter: current census _____ <input type="checkbox"/> Mother/baby program: current census _____ <input type="checkbox"/> Independent living program: current census _____ <input type="checkbox"/> Campsite program or adventure activities: current census _____
Resident Information	
Current Residents	Names of residents; include: <ul style="list-style-type: none"> • Age • Date admitted • Identify those with special diet requirements • Identify, if applicable, the special program serving each resident • Identify residents who resided outside of Virginia immediately prior to placement • Identify residents who were emergency or self-admissions
Resident Discharges	Names of residents that were discharged from the program after the most recent mandated inspection and include: Date discharged As applicable, identify residents who resided outside of Virginia immediately prior to placement

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Staff Information	
Current Staff	Names, job titles, and date of hire; identify each staff who was promoted since the most recent mandated inspection; identify those authorized to drive residents in their personal vehicle
Former Staff	Names, job titles, last day of employment, and whether terminated or resigned
Child Care Staff Required to Work Under Supervision	Names of childcare staff with a G.E.D. and no experience working with children
Volunteers and Contract Employees	Names of volunteers and contract employees and the services each currently provides
Staff Schedule	Schedules for the last 3 months that includes: <ul style="list-style-type: none"> • Chief Administrative Officer • Program Director • Childcare Supervisor (if applicable) • Case Manager • Child Care Staff
Documentation Reviews, Inspections, Drills & Exercise <i>(Provide the listed information/documentation for review. Additional documentation may also be requested and reviewed.)</i>	
Behavior Intervention Techniques and Policies and Procedures	Most recent annual review
Physical Restraints	Documentation of all physical restraints since the most recent mandated monitoring inspection
Incidents and Serious Incidents	List of incidents and serious incident reports since the most recent mandated inspection
Daily Logbook	Daily communication log maintained to inform staff of significant happenings or problems experienced by residents
Daily Schedules	Schedule showing daily routines for residents for the current and past 3 calendar months
Resident Grievances	List of grievances since the most recent mandated monitoring inspection
Menus	Working menus that include any substitutions for each month since the last mandated monitoring inspection
Insurance	Documentation of: <ul style="list-style-type: none"> • Liability insurance covering the premises and the facility's operations • Insurance for all vehicles used to transport residents, including vehicles owned by staff. • Bonding or other indemnification against employee dishonesty for the members of the governing body and staff who have been authorized to handle the facility's or residents' funds.
Health Department Inspection	Most recent inspection

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Documentation Reviews, Inspections, Drills & Exercise (continued)

(Provide the listed information/documentation for review. Additional documentation may also be requested and reviewed.)

Fire Inspection	Most recent inspection
Emergency Evacuation Drills	Record of emergency evacuation drills conducted since the most recent mandated inspection, to include the shift the drill was conducted on
Emergency Preparedness & Response Plan Review	Documentation of the most recent annual review
Animals	List of all animals on premises and documentation of testing, inoculation, and licenses required by law for each
Policy & Procedures	
Policy & Procedures	<ul style="list-style-type: none">• Have all policy and procedures required by the regulations readily available for review.• Provide a copy for review of policies and procedures that have changed since the most recent mandated inspection.