

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
August 17, 2022

PI 22-12

TO: Early Childhood Licensing Supervisors
Early Childhood Licensing Specialists

FROM: Carmen Traeholt, Early Childhood Division Licensing Administrator

PROGRAM: **Early Childhood Licensing**

SUBJECT: Unannounced Reviews 620-01-116

RETENTION: Until manualized

EFFECTIVE: **Immediately**

The Early Childhood Division updated policy to offer clarification to pre-existing policy specific to licensing and self-declaration unannounced review requirements. Changes are in **red**. The old language has been ~~struck through~~ and new language is underlined.

If you have questions, contact Carmen Traeholt at ctraeholt@nd.gov or 701-328-4010.

Unannounced Reviews 620-01-116

The Licensing Specialist authorized agent is required to perform, at a minimum, ~~at one~~ unannounced review ~~at least~~ annually for each licensed or self-declared child care provider. The unannounced review must be conducted at least 3 months prior to the annual review or relicensing visit. Documentation of an unannounced visit must be submitted for a Licensing Supervisor to approve a license.

1. The SFN 1276 shall be used to document unannounced reviews for licensed providers.
 - ~~a. For providers who have been licensed in good standing for at least two years, SFN 1276 may be used in abbreviated form.~~
 - ~~b. The categories that are in italics on SFN 1276 are required review items for each unannounced visit. If using SFN 1276 in abbreviated form, the non-italicized sections do not need to be completed. However, if a violation is observed at the time of an announced visit, the entire form must be completed.~~

2. The SFN 1595 shall be used to document unannounced reviews for self-declared providers.

3. Child file reviews

a. A review of no less than 30 random files must be conducted on site.

b. For facilities with less than 30 children enrolled, all files will be reviewed. For all provider types all child files of children currently present need to be reviewed.

4. Staff file reviews

All staff files of all staff present during the visit shall be reviewed.

5. Any significant violations observed during an unannounced review shall be documented on SFN 379, Correction Order ~~staffed with the regional office.~~

~~6. If the authorized agent is unable to complete an unannounced review during a provider's licensing or self-declared year, the authorized agent must notify the regional office with an explanation of the circumstances which have prohibited the completion of the visit.~~