

**DWS FFN INSPECTION CHECKLIST (last updated 08/2021)**

**Type of Inspection:    Pre-Approval    Annual Unannounced    Annual Announced    Follow-Up/ Non On-Site**

**Review the facility information and note any needed updates. After the inspection, review violations and reminders. Have the person in charge sign and date this page.**

Name and Facility ID Number	Where care is being provided Provider's Home          Child(ren)'s Home
Schedule	Inspection Date
	Start Time
	End Time
	Licensor(s)
DWS Customer's Name  Number of Children  Relationship Grandparent          Aunt/Uncle          Cousin  Adult Sibling          Friend/Neighbor	DWS Customer's Name  Number of Children  Relationship Grandparent          Aunt/Uncle          Cousin  Adult Sibling          Friend/Neighbor
Expiration Date of Application or Expiration Date of Approval	
Notes – Including information from Sticky Notes	
Number of Violations <b><i>If you don't correct violations by the Due Date, you won't be eligible to receive DWS child care subsidy payments.</i></b> Signature and Date	

Complete these steps with the provider.		
<p><b>All Inspections:</b> Ask if there are renters and/or landlords living in the home?            Living in the home means the individuals:</p> <ul style="list-style-type: none"> <li>• daily share a bathroom, kitchen, and/or living area with others in the home; or</li> <li>• don't have a signed rental/lease agreement with the person who owns the home; or</li> <li>• don't have a separate mailing address and mailbox (A Post Office Box is not a separate mailing address); or</li> <li>• don't live in an area with a separate outside entrance and no interior doorway (inside the home) between the living areas; or</li> <li>• could have unsupervised access to the children in care.</li> </ul>		
Are there renters and/or landlords living in the home?		Yes      No
<p><b>Pre-Approval Inspections Only:</b> Have the provider sign the DWS Payment to Provider Terms and Conditions.            This is not a Pre-Approval Inspection.</p>		
<p><b>Pre-Approval Inspections Only:</b> Verify the provider's lawful presence in the United States. Complete the Affidavit of Lawful Presence in the U.S. document and take photos of and required documentation.            This is not a Pre-Approval Inspection.</p>		
<p><b>Pre-Approval Inspections Only:</b> Explain the inspection process.            This is not a Pre-Approval Inspection.</p>		
<p><b>Pre-Approval and Annual Announced Inspections Only:</b> Review the photos from the Sex Offender Registry and remind the provider that these individuals cannot have unsupervised access to children in care.            This is not a Pre-Approval or Annual Announced Inspection.</p>		
<p><b>Annual Unannounced and Annual Announced Inspections Only:</b> Complete the NAICS Worksheet.            The provider is not in NAICS or all individuals in the system passed the CCL background check.            This is not an Annual Unannounced or Annual Announced Inspection.</p>		

Assess compliance with requirements.						
P=Pre-Approval Inspections		C=compliance		NC=noncompliance (violation)		NA=not assessed
U=Annual Unannounced Inspections		CDI=Corrected During Inspection				
A=Annual Announced Inspections		L=Low		M=Moderate		H=High
Number	Requirement dwsffn-	C	NC	NA	Correction Date	Risk
<b>New and Renewal Approvals</b>						
4(1)(c) P	To receive a new DWS FFN Child Care Approval, the applicant must complete <u>New Provider Training</u> .					L
4(1)(f) P	To receive a new DWS FFN Child Care Approval, the applicant must submit a <u>W-9 form</u> through their Child Care Licensing Portal.					L
4(3)(a) A	To renew a DWS FFN Approval, the provider must submit a <u>Request Renewal</u> through their CCL Portal at least 30 calendar days before the expiration of their current approval.				Reminder	L
Notes						
Type of Inspection:    Pre-Approval    Annual Unannounced    Annual Announced    Follow-Up/ Non On-Site						

**Administration and Children's Records**

Number	Requirement dwsffn-	C	NC	NA	Correction Date	Risk
6(1) P, U, A	The provider must take all <u>reasonable measures</u> to protect the safety of the children in care and must not engage in or allow conduct that unreasonably endangers the children in care or is adverse to the health, morals, welfare, and safety of children in care.					L,M,H
6(2) P, U, A	The provider must <u>maintain the home, outdoor play area, toys, and equipment in a safe manner</u> to prevent injury to children in care. This includes the proper handling, storage, and disposal of hazardous materials and bio-contaminants.					L,M,H
6(3) P, U, A	The provider must ensure <u>parents have access</u> to all areas of the home used for care.					M
6(4) P, U, A	When caring for <u>children with special needs</u> , the provider must make any necessary accommodations to meet their needs.					H
6(5) U, A	The provider must ensure each child in care has <u>current immunizations</u> .					M
6(6) U, A	The provider must have <u>documentation of current immunizations</u> for each child in care who does not attend school (children who are homeless or in foster care may have a 90 day exemption) and have the documentation available for review by Child Care Licensing staff.					L
6(7) (a)-(e) U, A	Within 10 calendar days of the change, the provider must notify Child Care Licensing staff of <u>changes</u> in any of the following: -their name; -their telephone number or email address; -their child care schedule; -the number of children of DWS customers in care; and/or -the DWS customer(s) whose child(ren) are in care and their DWS case number(s).					M

Notes

Type of Inspection:    Pre-Approval    Annual Unannounced    Annual Announced    Follow-Up/ Non On-Site  
 All children in care attend school.

Number	Requirement dwsffn-	C	NC	NA	Correction Date	Risk
<b>Personnel and Training</b>						
7(1) (a)-(b) P	The provider must be <u>at least 18 years old</u> and have knowledge of and comply with all applicable federal, state, and local laws and rules, including fire requirements.					H
7(2) P, U, A	The provider can only <u>live in the same home as the child(ren)</u> in care for payment when one or more of the children have special needs. When care is in the home of the provider, a parent of the child(ren) in care for payment cannot live in that home.					H
7(3) P	The provider <u>cannot be a sibling</u> who lives in the same home as the children in care for payment.					H
7(4) P	The provider <u>cannot be a parent, specified relative or legal guardian</u> of the children in care for payment. This includes a divorced spouse, a step-parent, a spouse of a specified relative, and a spouse of a legal guardian.					H
7(5) P, U, A	The provider <u>cannot provide care when there is a parent of the child(ren) in the home</u> , including when a DWS customer works from home.					H
<p>Notes</p> <p>Type of Inspection:    Pre-Approval    Annual Unannounced    Annual Announced    Follow-Up/ Non On-Site</p>						

Number	Requirement dwsffn-	C	NC	NA	Correction Date	Risk
<b>Personnel and Training</b>						
7(6) (a)-(f) A	<p>At least 30 calendar days before the expiration date of their approval, the provider must complete at least 5 hours of <u>ongoing child care training</u> and ensure the training includes at least the following topics:</p> <ul style="list-style-type: none"> <li>-disaster preparedness, response, and recovery;</li> <li>-pediatric first aid and CPR;</li> <li>-children with special needs;</li> <li>-safe handling and disposal of hazardous materials;</li> <li>-the prevention, signs, and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements;</li> <li>-principles of child growth and development, including brain development;</li> <li>-prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies;</li> <li>-prevention of sudden infant death syndrome (SIDS) and use of safe sleeping practices;</li> <li>-recognizing the signs of homelessness and available assistance;</li> <li>-a review of the Emergency Preparedness, Response, and Recovery Plan; and</li> <li>-a review of the DWS FFN Approval Requirements.</li> </ul>				Reminder	M
7(7) (a)-(c) A	<p>The provider must <u>document the completion of ongoing training</u> and ensure the documentation is available for review by Child Care Licensing staff and includes at least the following:</p> <ul style="list-style-type: none"> <li>-the date of the training;</li> <li>-the training topic; and</li> <li>-the length of the training.</li> </ul>				Reminder	L
<p>Notes</p> <p>Type of Inspection:    Pre-Approval    Annual Unannounced    Annual Announced    Follow-Up/ Non On-Site</p>						

Number	Requirement dwsffn-	C	NC	NA	Correction Date	Risk
<b>Background Checks</b>						
8(1) P, U, A	The provider must ensure <u>all Covered Individuals pass Child Care Licensing background checks</u> and be associated with their facility. The provider must submit background check forms, required fingerprints, and required fees for new Covered Individuals.					H
8(2) U, A	Before new Covered Individuals <u>move into the home</u> , the provider must ensure they pass a Child Care Licensing background check.					H
8(3) U, A	Before new Covered Individuals <u>staying in the home for more than 2 weeks</u> arrive at the home, the provider must ensure they pass a Child Care Licensing background check.					H
8(4) U, A	The provider must submit Background Check forms for children who live in the home where care is provided when the <u>children turn 12 years old</u> . These forms must be submitted within 10 working days of the children's 12th birthday.					M,H
8(5) U, A	The provider must submit another Background Check form, fingerprints, and the fingerprint processing fee when a child who lives in the home where care is provided <u>turns 18 years old</u> . These must be submitted within 10 working days of their 18th birthday.					M
8(6) U, A	The provider must ensure <u>individuals who failed to pass the background check</u> are not on the premises of the home where care is provided.					H
Notes Type of Inspection:    Pre-Approval    Annual Unannounced    Annual Announced    Follow-Up/ Non On-Site						
<b>Pre-Approval Inspections Only:</b> Explain having government-issued photos IDs available for review. <b>Annual Unannounced and Announced Inspections Only:</b> Check IDs of Covered Individuals present during the inspection.						

Number	Requirement dwsffn-	C	NC	NA	Correction Date	Risk
<b>Facility</b>						
9(1) P, U, A	The provider must have a <u>flushing toilet and a working hand washing sink</u> accessible to non-diapered children in care.					M
9(2) P, U, A	The provider must have a <u>working telephone</u> .					M
9(3) P, U, A	The provider must have a <u>working fire extinguisher</u> .					M
9(4) P, U, A	The provider must have a <u>working smoke detector</u> on each floor of the home.					M
9(5) P, U, A	The provider must ensure accessible raised decks or balconies that are 5 feet or higher and open stairwells that are 5 feet or deeper have <u>protective barriers</u> that are at least 3 feet high.					H
9(6) P, U, A	When there is an outdoor area used by children in care, the provider must ensure <u>unanchored swings and large metal slides</u> are inaccessible to children in care.					H
9(7) P, U, A	When there is an outdoor area used by children in care, the provider must ensure <u>motor vehicles on blocks</u> are inaccessible to children in care.					H
9(8) P, U, A	When there is an outdoor area used by children in care, the provider must ensure <u>rebar or metal rods</u> less than 36 inches long sticking up from the ground or out of walls are inaccessible to children in care.					H
<p>Notes</p> <p>There are no raised decks or balconies that are 5 feet high or higher.</p> <p>There are no open stairwells that are 5 feet or deeper.</p> <p>There is not an outdoor area used by children in care.</p>						



Number	Requirement dwsffn-	C	NC	NA	Correction Date	Risk
<b>Ratios and Group Size</b>						
10(1) (a)-(b) P, U, A	<p>When care is in the <u>home of the provider</u>:</p> <p>-When the children in care are all <u>siblings</u> who are related to the provider and there are no other children in care, there is <u>no limit</u> to the number of children in care.</p> <p>-When there are children in care who are <u>not siblings</u> who are related to the provider, the provider must ensure there are <u>no more than 8 children in care and no more than 2 of those children are younger than 2 years old</u>. When there are more than 4 children in care who are not related to the provider, the provider must (by statute) have a Child Care Family License or Residential Certificate.</p>					H
10(2) (a)-(b) P, U, A	<p>When care is in the <u>home of the child(ren) in care</u>, only the child(ren) living in the home can be in care, and:</p> <p>-When the children in care are <u>all siblings</u> and there are no other children in care, there is <u>no limit</u> to the number of children in care.</p> <p>-When there are children in care who are <u>not siblings</u>, the provider must ensure there <u>are no more than 8 children in care and no more than 2 of those children are younger than 2 years old</u>.</p>					H
<p>Notes</p> <p>Care is being provided in  the home of the provider  the home of the child(ren) in care</p>						

Number	Requirement dwsffn-	C	NC	NA	Correction Date	Risk
<b>Child Supervision and Security</b>						
11(1) P, U, A	The provider, not other individuals in the home or outdoor area, must be awake, physically onsite, and <u>actively supervising</u> children in care at all times. Actively supervising children in care means being inside the home when children in care are inside the home, being outside when children in care younger than 5 years old are outside, knowing the number of children in care at all times, and focusing on the children and not on personal interests.					H
11(2) (a)-(b) P, U, A	The provider, not other individuals in the home or outdoor area, must <u>supervise sleeping infants</u> by: having the infants sleep in a location where they are within sight and hearing of the provider or an in-person observation of the sleeping infants at least once every 15 minutes.					H
11(3) P, U, A	When a <u>wading pool</u> is used by children in care, the provider, not other individuals in the home or outdoor area, must be at the pool supervising the children in care whenever there is water in the pool.					H
11(4) P, U, A	When there is a <u>swimming pool</u> that is not emptied after each use on the premises, the provider, not other individuals in the home or outdoor area, must be at the pool supervising children in care whenever they are using the pool or have access to the pool.					H
11(5) P, U, A	When there is a <u>trampoline</u> on the premises, the provider, not other individuals in the home or outdoor area, must be next to the trampoline supervising the children in care whenever the children in care are on the trampoline.					H
11(6) U, A	To maintain the security and supervision of the children in care, the provider must ensure that each child in care is <u>signed in and signed out</u> each day. The provider must ensure those attendance records are kept for at least three years and are available for review by Child Care Licensing staff.					L,M
<b>Notes</b> Type of Inspection:    Pre-Approval    Annual Unannounced    Annual Announced    Follow-Up/ Non On-Site There are no infants in care. The children in care do not use a wading pool. There is not a swimming pool that is not emptied after each use on the premises. There is not a trampoline on the premises.						

Number	Requirement dwsffn-	C	NC	NA	Correction Date	Risk
<b>Child Guidance and Interaction</b>						
12(1) P, U, A	The provider must ensure children in care are not subjected to <u>physical, emotional, or sexual abuse</u> while in care.					H
12(2) P, U, A	The provider must follow the reporting requirements for the <u>witnessing or suspicion of abuse, neglect, and exploitation</u> found in Section 62A-4a-403 and 62A of the Utah Code.					H
12(3) (a)-(f) P, U, A	<p>The provider must not do any of the following to children in care:</p> <ul style="list-style-type: none"> <li>-use any form of <u>corporal punishment</u> that produces pain or discomfort such as hitting, spanking, shaking, biting, or pinching;</li> <li>-<u>restrain their movement</u> by binding, tying, or other form of restraint;</li> <li>-<u>shout</u> at them;</li> <li>-inflict any form of <u>emotional abuse</u>;</li> <li>-<u>force or withhold food, rest, or toileting</u>; or</li> <li>-<u>confine</u> them in a closet, locked room, or other enclosure such as a box, cupboard, or cage.</li> </ul>					H
Notes						

Number	Requirement dwsffn-	C	NC	NA	Correction Date	Risk
<b>Child Safety and Injury Prevention</b>						
13(1) P, U, A	When there are <u>firearms</u> on the premises, the provider must ensure the firearms are not loaded and are in a cabinet, safe, or area that is locked with a key, combination, or fingerprint lock, unless their use is in accordance with the Utah Concealed Weapons Act or as otherwise allowed by law.					H
13(2) P, U, A	The provider must ensure <u>empty refrigerators and freezers</u> are inaccessible to children in care.					H
13(3) P, U, A	The provider must ensure exposed <u>live electrical wires</u> are inaccessible to children in care.					H
13(4) P, U, A	The provider must ensure <u>portable space heaters, fireplaces, and wood burning stoves</u> , when in use, are inaccessible to children in care.					M,H
13(5) P, U, A	The provider must ensure <u>toxic substances</u> are inaccessible to children in care.					M
Notes						

Number	Requirement dwsffn-	C	NC	NA	Correction Date	Risk
<b>Child Safety and Injury Prevention</b>						
13(6) P, U, A	The provider must ensure <u>poisonous plants</u> are inaccessible to children in care.					M
13(7) P, U, A	The provider must ensure <u>open flames</u> are inaccessible to children in care.					H
13(8) P, U, A	The provider must ensure <u>open containers of alcohol</u> are inaccessible to children in care.					H
13(9) P, U, A	The provider must ensure <u>illegal substances</u> are inaccessible to children in care.					H
13(10) P, U, A	The provider must ensure children in care are protected from <u>unintended access to pools that are not emptied after each use.</u>					H
13(11) P, U, A	The provider must ensure children in care are protected from <u>unintended access to hot tubs with water in them.</u>					H
13(12) P, U, A	The provider must ensure children in care are protected from <u>unintended access to water hazards</u> such as ponds, streams and fountains with more than 2 inches of water in them.					H
13(13) P, U, A	The provider must ensure children in care are protected from <u>unintended access to vehicular traffic.</u>					H
<p>Notes</p> <p>There are no pools that are not emptied after each use.</p> <p>There are no hot tubs.</p> <p>There are no water hazards.</p>						

Number	Requirement dwsffn-	C	NC	NA	Correction Date	Risk
<b>Emergency Preparedness and Response</b>						
14(1) P, U, A	The provider must have current Red Cross, American Heart Association, or equivalent certification in <u>pediatric First Aid CPR</u> . The provider must ensure the CPR class included hands-on testing.					M
14(2) P, U, A	The provider must have <u>documentation of current First Aid and CPR certifications</u> and have the documentation available for review by Child Care Licensing staff.					L
14(3) (a)-(f) P, U, A	The provider must have and follow, when needed, a <u>written Emergency Preparedness, Response, and Recovery Plan</u> that is reviewed annually and updated when needed. The provider must ensure the plan is available for review by Child Care Licensing staff and includes procedures for at least: -shelter in place, -lockdown, -evacuation and relocation, -communication with parents and reunification of families, -continuity of operations, and -accommodating infants and toddlers, children with disabilities, and children with chronic medical conditions during emergencies.					M
Notes						

Number	Requirement dwsffn-	C	NC	NA	Correction Date	Risk
<b>Emergency Preparedness and Response</b>						
14(4) U, A	The provider must <u>conduct fire evacuation drills</u> at least quarterly.					M
14(5) U, A	The provider must <u>document the date and time of each fire evacuation drill</u> and ensure the documentation is available for review by Child Care Licensing staff.					L
14(6) U, A	The provider must <u>conduct disaster (other than fire) drills</u> at least yearly.					M
14(7) U, A	The provider must <u>document the date and time of each disaster drill</u> and ensure the documentation is available for review by Child Care Licensing staff.					L
14(9) U, A	In the case of a life threatening incident or injury or an incident or injury that poses a threat of the loss of vision, hearing, or a limb, the provider must <u>contact emergency personnel immediately</u> and before contacting the parent.					H
14(10) U, A	Within 24 hours of its occurrence, the provider must notify Child Care Licensing staff of any <u>fatality, hospitalization, emergency medical response, or injury that requires attention from a health care provider</u> , unless the medical treatment was part of the child's medical treatment plan. The provider must submit documentation of the incident to Child Care Licensing staff within five working days of the incident.					L,H
Notes Type of Inspection:    Pre-Approval    Annual Unannounced    Annual Announced    Follow-Up/ Non On-Site						

Number	Requirement dwsffn-	C	NC	NA	Correction Date	Risk
<b>Health and Infection Control</b>						
15(1) P, U, A	The provider must ensure there is a <u>clean and sanitary environment</u> for the children in care.					L,M
15(2) (a)-(g) P, U, A	To prevent and control infectious diseases, the provider and children in care must <u>wash their hands</u> thoroughly with liquid soap and warm running water: before handling and/or preparing food; before serving and/or eating meals and snacks; after using the toilet; before administering and/or taking medication; after coming into contact with body fluids (blood, urine, feces, vomit, mucus, and saliva); after playing with or handling animals; and after cleaning and/or taking out garbage.					M
<b>Food and Nutrition</b>						
16(1) P, U, A	The provider must meet the <u>nutritional needs</u> of the children in care.					H
16(2) U, A	The provider must have parents inform them of any <u>known food allergies</u> of children in care.					H
16(3) U, A	Immediately upon recognizing it, the provider must report to the parent any <u>allergic reaction</u> a child in care has to a particular food.					H
<b>Medications</b>						
17(1) P, U, A	The provider must ensure prescription <u>medications</u> , over the counter medications, vitamins, and herbal supplements are inaccessible to children in care.					M
17(2) U, A	The provider must have <u>permission from parents</u> before administering medication to children in care.					H
17(3) U, A	Immediately upon recognizing it, the provider must report to the parent any <u>adverse reaction</u> a child in care has to a medication, or any error in the administration of a medication to a child in care.					H
Notes Type of Inspection:    Pre-Approval    Annual Unannounced    Annual Announced    Follow-Up/ Non On-Site The provider does not administer medication.						



Number	Requirement dwsffn-	C	NC	NA	Correction Date	Risk
<b>Play Equipment</b>						
19(1) P, U, A	The provider must ensure stationary play equipment accessible to children in care is not over <u>hard surfaces</u> such as cement or asphalt.					H
19(2) P, U, A	The provider must ensure play equipment is used in a <u>safe manner</u> to prevent injury to children in care.					M
<b>Transportation</b>						
20(1) P, U, A	While transporting children in care, the provider must ensure that children in care are wearing appropriate individual <u>safety restraints</u> .					H
20(2) P, U, A	While transporting children in care, the provider must never leave the children in care <u>unattended</u> in the vehicle.					H
20(3) P, U, A	While transporting children in care, the provider must not be <u>intoxicated or impaired</u> .					H
<b>Notes</b> There is no play equipment. The provider does not transport the children in care.						

Number	Requirement dwsffn-	C	NC	NA	Correction Date	Risk
<b>Animals</b>						
21(1) P, U, A	The provider must ensure there is no accessible animal that has a <u>history of dangerous, attacking, or aggressive behavior.</u>					H
<b>Infant and Toddler Care</b>						
24(1) P, U, A	The provider must ensure infants sleep in <u>equipment designed for sleep</u> , such as a crib, bassinet, porta-crib, or playpen. Equipment designed for sleep does not include mats, cots, bouncers, swings, or car seats. The provider shall not place soft toys, loose blankets, or other objects in sleep equipment while in use by sleeping infants.					H
24(2) P, U, A	The provider must <u>place infants on their backs for sleeping.</u> unless the provider has written instructions from a health care provider for a different sleep position.					H
<p>Notes</p> <p>There are no accessible animals.</p> <p>There are no infants in care.</p>						

<b>Pre-Approval Inspections Only: Review the required documentation with the provider.</b>						
Open the CCL website and show the sample forms and the training page.						
This is not a Pre-Approval Inspection.						
<b>Annual Announced Inspections Only: Review the Renewal Request Process with the provider.</b>						
Have the provider go to their CCL portal and submit a Renewal Request.						
This is not an Annual Announced Inspection.						
<b>All Inspections: Tell the provider they can submit feedback.</b>						
Open the CCL website them how to submit feedback.						