

**To:** Child Care Center Providers

**Date:** October 27, 2011

**Subject:** Procedures regarding Department of Health and Hospitals Inspection and Office of the State Fire Marshal Inspection

In order to issue an initial license or renew a license to operate a child care facility, Licensing requires an inspection and approval from the Office of the State Fire Marshal (OSFM) and the Department of Health and Hospitals (DHH), Office of Public Health, Sanitarian Services. This letter will give you information that outlines procedures that shall be used by Licensing to review OSFM and DHH inspection reports.

### **Initial Licensure**

#### **OSFM:**

On initial approvals, Licensing shall only accept form DPSFM 7055 (R 4/03) issued in the name of the facility with its correct physical address noted on the form. This form must be signed and dated by the OSFM inspector.

- OSFM approval will be accepted for the anniversary year as noted by Licensing upon initial licensure.
- The acceptable form will have "ARCH" listed in the "Project Type" box which refers to the inspection on the physical plant of the facility as opposed to the form with "FIRE" noted in the "Project Type" box which refers to the inspection of the fire alarm system.
- To be considered documentation of approval, the words "**Acceptable for Licensing**" must be noted on the DPSFM 7055 (R 4/03) form.

#### **DHH:**

On initial approvals, Licensing shall only accept form LHS 48 issued in the name of the facility with its correct physical address noted on the form. This form must be signed and dated by the Sanitarian.

- To be considered documentation of approval, the "License Recommended" box will be checked on the LHS 48 form.
- DHH approval will be accepted for the anniversary year as noted by Licensing upon initial licensure.
- If the provider only has the LHS 45 at the time of inspection, this information shall be forwarded by Licensing to DHH in order to obtain the final approval on the LHS 48 form.

### **Licensure Renewal**

#### **OSFM:**

OSFM approval is current through the last day of the month noted on OSFM Inspection Report Form DPSFM 7055 (R 4/03) in the cross reference box. This form must be signed and dated by the OSFM inspector.

- If the anniversary month differs from the anniversary month established by Licensing or if there is no "anniversary month" listed on the OSFM form DPSFM 7055, Licensing will accept the inspection document for one calendar year from the date of the OSFM inspection.
- If the OSFM Inspection Report Form DPSFM 7055 (R 4/03) is unavailable, Licensing will cite a deficiency for the provider's failure to have documentation of yearly safety inspection and current approval from the OSFM. It is the provider's responsibility to obtain the DPSFM 7055 (R 4/03).
- To be considered documentation of approval, the words **"Acceptable for Licensing"** will be noted on the DPSFM 7055 (R 4/03) form.

#### **DHH:**

DHH approval is current through the last day of the month noted on the DHH Inspection Report Form in the "Anniversary Month" box on the LHS 48. This form must be signed and dated by the Sanitarian.

- If the anniversary month listed differs from the anniversary month established by Licensing or if there is no "anniversary month" listed on the LHS 48, Licensing will accept the inspection document for one calendar year from the date of the DHH inspection.
- If the LHS 48 is unavailable, Licensing will cite a deficiency for the provider's failure to have documentation of yearly sanitation inspection and current approval from DHH. It is the provider's responsibility to obtain the LHS 48.
- To be considered documentation of approval, the "License Recommended" box will be checked on the LHS 48 form.

#### **Change of Location**

#### **OSFM:**

On initial approvals, Licensing shall only accept form DPSFM 7055 (R 4/03) issued in the name of the facility with its correct physical address noted on the form. This form must be signed and dated by the OSFM inspector.

- OSFM approval will be accepted for the anniversary year as noted by Licensing upon initial licensure.
- The acceptable form will have "ARCH" listed in the "Project Type" box which refers to the inspection on the physical plant of the facility as opposed to the form with "FIRE" noted in the "Project Type" box which refers to the inspection of the fire alarm system.
- To be considered documentation of approval, the words **"Acceptable for Licensing"** will be noted on the DPSFM 7055 (R 4/03) form.

#### **DHH:**

On initial approvals Licensing shall only accept form LHS 48 issued in the name of the facility with its correct physical address noted on the form. This form must be signed and dated by the Sanitarian.

- To be considered documentation of approval, the "License Recommended" box will be checked on the LHS 48 form.
- DHH approval will be accepted for the anniversary year as noted by Licensing upon initial licensure.

- If the provider only has the LHS 45 at the time of inspection, this information shall be forwarded by Licensing to DHH in order to obtain the final approval on the LHS 48 form.

### **Change of Ownership**

#### **OSFM:**

When a facility changes ownership, the most recent OSFM approval from the previous owner will be accepted for the new owner for a period not to exceed 60 calendar days in order for a license to be issued. The new owner shall receive OSFM approval within the 60 calendar days. To be considered documentation of approval, the words **"Acceptable for Licensing"** will be noted on the DPSFM 7055 (R 4/03) form. It is the responsibility of the new owner to forward their approval or extension to Licensing once received. This form must be signed and dated by the OSFM inspector.

#### **DHH:**

When a facility changes ownership, the most recent DHH approval on the LHS 48 form from the previous owner will be accepted for a period not to exceed 60 calendar days in order for a license to be issued. The new owner shall receive DHH approval within the 60 calendar days. To be considered documentation of approval, the "License Recommended" box will be checked on the LHS 48. It is the responsibility of the new owner to forward their approval or extension to Licensing once received. This form must be signed and dated by the Sanitarian.

### **Temporary Occupancy**

#### **OSFM:**

If "temporary occupancy" is granted on a final inspection (initial application or renovated/additional space), a license will be issued for 14 calendar days beyond the date noted in the correction date column on the OSFM Inspection Report Form DPSFM 7055 (R 4/03). To be considered documentation of approval, the words **"Temporary Occupancy Granted"** will be noted on the DPSFM 7055 (R 4/03) form. Licensing will revoke the license effective the 14<sup>th</sup> calendar day following the date noted in the correction date column unless an approval or an extension is received within the 14 calendar days. The provider is responsible for forwarding the approval or extension to Licensing. These forms must be signed and dated by the OSFM inspector.

#### **DHH:**

If "temporary occupancy" is granted on a final inspection (initial application or renovated/additional space), a license will be issued for 14 calendar days beyond the re-inspection scheduled for date on the LHS 45. Licensing will revoke the license effective the 14<sup>th</sup> calendar day following the date noted on the LHS 45 unless an approval or an extension is received within the 14 calendar days. The provider is responsible for forwarding the approval or extension to Licensing. These forms must be signed and dated by the Sanitarian.

### **Renovating Space/Changing use of Space**

#### **OSFM:**

When OSFM has inspected physical space that the facility has added, Licensing will use the OSFM Inspection Report Form DPSFM 7055 (R 4/03) as documentation of their recommendation. This form will contain the name and physical address of the facility,

identify the new space inspected, and note **"Acceptable for Licensing."** This form must be signed and dated by the OSFM inspector.

Note: OSFM may limit provider's capacity based on the requirements needed for child day care according to their regulatory code.

**DHH:**

When DHH has inspected physical space the facility has added, Licensing will use the LHS-45 as documentation of their recommendation. The LHS 45 will contain the name and physical address of the facility, identify the new space inspected, and "Recommended for Licensing" will be checked. This form must be signed and dated by the Sanitarian. Note: DHH may limit provider's capacity based on the requirements needed for child day care according to their regulatory code.

**Not Acceptable for Licensing**

**OSFM:**

If, the OSFM notes **"Not acceptable for licensing"** on the OSFM Inspection Report Form DPSFM 7055 (R 4/03), approval or an extension must be received by Licensing prior to the date noted in the correction date column in order for the provider to prevent adverse action. The provider is responsible for forwarding the approval or extension to Licensing.

**License is Not Recommended**

**DHH:**

If DHH checks the box that indicates the "License is Not Recommended" on the DHH Inspection Report Form LHS 48, the provider may face adverse action.

The health and safety of children placed in licensed child care facilities is of paramount concern to the Department of Children and Family Services. The procedures listed above are established to advance the overall care of the children you serve.

If you have any questions or require additional information, please contact a Licensing Manager at (225) 342-9905.

Sincerely,

Angie Badeaux, Director