



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

**Virtual Inspection Policy  
Policy on Virtual Licensing Inspections at Child Development Facilities  
July 14, 2020**

**Background**

The Office of the State Superintendent of Education (OSSE) is issuing a new policy on virtual inspections at licensed child development facilities as an alternative to on-site inspections, to limit in-person interactions during the public health emergency and ongoing recovery period.

**Scope**

This document contains policy on the use of virtual inspections to conduct annual announced, annual unannounced inspections and follow up inspections at child development facilities to:

- (a) Facilitate verification of information submitted by the Licensee;
- (b) Determine compliance with Chapter 1 (Child Development Facilities: Licensing) to Subtitle A (Office of the State Superintendent of Education) of Title 5 DCMR (Education) and the Facilities Act, or other applicable Federal and District of Columbia laws and regulations; and
- (c) Verify compliance with waiver terms, if applicable.

**Date Issued**

This policy, issued on July 14, 2020, will remain in effect until further notice.

**License Inspections**

Licensing inspections for child care facilities in the District of Columbia resumed on June 8, 2020. The method of on-site facility inspections will be modified to include virtual inspections in response to state and federal health and safety guidance and the anticipated challenges and requirements in the post-health emergency period.

Licensing inspections will include virtual inspections and on-site inspections. Facilities will not have the option to opt out of virtual inspections.

**Virtual Inspections**

Audio-video Inspections

OSSE will utilize Microsoft Teams to conduct remote inspections using the licensing inspection tools. Only authorized facility staff shall participate in the audio-video inspections.

Inspections will not be recorded.

Instructions for the virtual inspections can be found [here](#).

### Desktop Reviews

For each inspection, providers must upload documents into the Facility’s Profile page in the Division of Early Learning Licensing Tool (DELLT) and the Professional Development Information System (PDIS):

<b>Record/Documents Type</b>	<b>Transmission Portal/Platform</b>
Staff Records (Degrees, certificates, transcripts, trainings, etc.)	PDIS
Child Protection Register (CPR) Results	DELLT – Facility Profile
Staff Health Records (containing Personally Identifiable Information (PII))	DELLT – Facility Profile
Children’s Health Records (Containing PIIs)	DELLT – Facility Profile
Other Records (Containing PIIs)	DELLT – Facility Profile
Facility Records (Tax ID letters, Clean Hands, fire approval, etc.)	DELLT - Facility Profile
Other Documents (No PII)	DELLT - Facility Profile
Corrective Action Plan Documents (enforcement actions)	DELLT - Facility Profile

Documents uploaded must be in the following file formats:

- .pdf (Adobe);
- .jpg (Picture);
- .doc (Word); or
- .xls (Excel).

Providers may continue to submit Child Protection Register (CPR) results through the Box for staff suitability determination.

Instructions for the desktop review can be found [here](#).

### **Virtual Inspection Protocols for Annual and Renewal Inspections**

The facility Point of Contact (POC) will:

- Schedule annual and/or renewal inspections with licensing specialist;
- Upload requested documents, including current facility enrollment and attendance requested by specialist in DELLT Facility Profile and PDIS at least three business days before the scheduled inspection date;
- Use the Microsoft Teams audio-video meeting access link provided at least three business days before the inspection to participate in scheduled annual and/or renewal inspections. If you have not received your meeting link, it is your responsibility to contact your licensing specialist;

- Review the Statement of Deficiency (SOD) and the Notes in DELLT Facility Profile for the deficiency details, and a listing of individuals with expired or outstanding records that need updating.
- Upload signed Provider Acknowledgment Form into the DELLT Facility Profile within two business days of receiving the SOD and Provider Acknowledgment Form.

Specialist will conduct a follow-up inspection within 45 days of the initial inspection.

Failure to complete an audio-video meeting on a second attempt will result in an on-site inspection.

### **Virtual Inspection Protocols for Monitoring Inspections**

The facility Point of Contact (POC) will:

- Be available within 30 minutes or less when notified by specialist by phone on the day of the unannounced and unscheduled monitoring inspection;
- Upload or update required documents, including current facility enrollment and attendance in DELLT Facility Profile page and PDIS within 24 hours of the inspection;
- Participate in the audio-video meeting using the monitoring inspection tool;
- Review and correct the deficiencies cited from the desktop review and the audio-video inspection meeting within 30 days of the audio-video inspection; and
- Upload signed Provider Acknowledgment Form into the DELLT Facility Profile within three business days of receiving the SOD and Provider Acknowledgement Form.

Failure to complete an audio-video inspection on a second attempt will result in an on-site inspection.

### **Join a Virtual Inspection Using Microsoft Teams**

OSSE is using the Microsoft Teams conferencing platform to host virtual inspections. Microsoft Teams provides audio/video conferencing, but does not allow participants to dial in to a meeting. You will not have to purchase any products to participate in a meeting hosted by Microsoft Teams. The parties are encouraged to download the Microsoft Teams application and conduct a test accessing Microsoft Teams before their virtual inspection. If you have not previously used the Microsoft Teams platform and you wish to familiarize yourself with the technology, further instruction is listed in Appendix A.

### ***Related Regulations***

- CCDBG Act and its implementing regulations, 45 C.F.R. Parts 98 and 99, as administered by the Administration for Children and Families, US Department of Health and Human Services;

- District of Columbia’s Child Care and Development Fund (CCDF) State Plan, current version;
- Child Development Facilities Regulation Act of 1998, effective April 13, 1999 (DC Law 12-215; DC Official Code §§ 7-2031 *et seq.* (2012 Repl. & 2017 Supp.)) (“Facilities Act”);
- Day Care Policy Act of 1979, effective Sept. 19, 1979 (D.C. Law 3-16; DC Official Code §§ 4-401 *et seq.* (2012 Repl. & 2017 Supp.)) (“Day Care Act”)
- Chapter 1 of Title 5-A of the District of Columbia Municipal Regulations (5-A DCMR § 100 *et seq.*)

## APPENDIX A

### Instructions

#### Helpful Suggestions:

1. To avoid connection failure, it is recommended that you directly connect your device with an Ethernet cable for a videoconference. If that option is not available, you may want to get as close as possible to your wireless router to receive the best connection.
2. For quick multitasking, it may be helpful to use multiple devices such as your laptop and cellphone, or two laptops/computer monitors to access and review documents while continuing to maintain attention to the virtual inspection and other participants in the meeting.
3. It may be helpful for participants to have some familiarity with programs such as Microsoft Word and Adobe Acrobat. You may want to download any free viewing applications for you to access documents that are saved in those formats.
4. It may be helpful to review tutorials in advance of the scheduled virtual inspection to avoid any delays accessing the meeting. Things to make note of:
  - A. Free account signup, application download on devices you are using;
  - B. Screen sharing to share any documents; and
  - C. Mute, volume, video and speaker options.

#### General Microsoft Teams tutorials can be found at the following links:

- A. Microsoft's "How to Join a Teams Meeting" at: <https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4?ui=en-us&rs=en-us&ad=us>
- B. Tips on How to Customize Your View in Teams at: <https://www.youtube.com/watch?v=stLLb7EjLs4>