



ADMINISTRATION FOR
CHILDREN & FAMILIES

 Office of Child Care

2025 State and Territory CCDF Administrators Meeting (STAM)

July 22–24, 2025

Hyatt Regency Reston
Reston, Virginia



Developing Monitoring and Inspection Checklists and Posting Full Reports

Presenters:

Kim Engelman, Early Childhood Systems Consultant

Tracey Chestnut, Early Childhood Quality Assurance Specialist



Agenda

- Introductions and opening activity
- Program policies and checklists
- Monitoring and inspection report posting
- State highlights and discussion



Mindful Moment

What do you need the most
help with when it comes to
creating monitoring and
inspection checklists and
posting full reports?

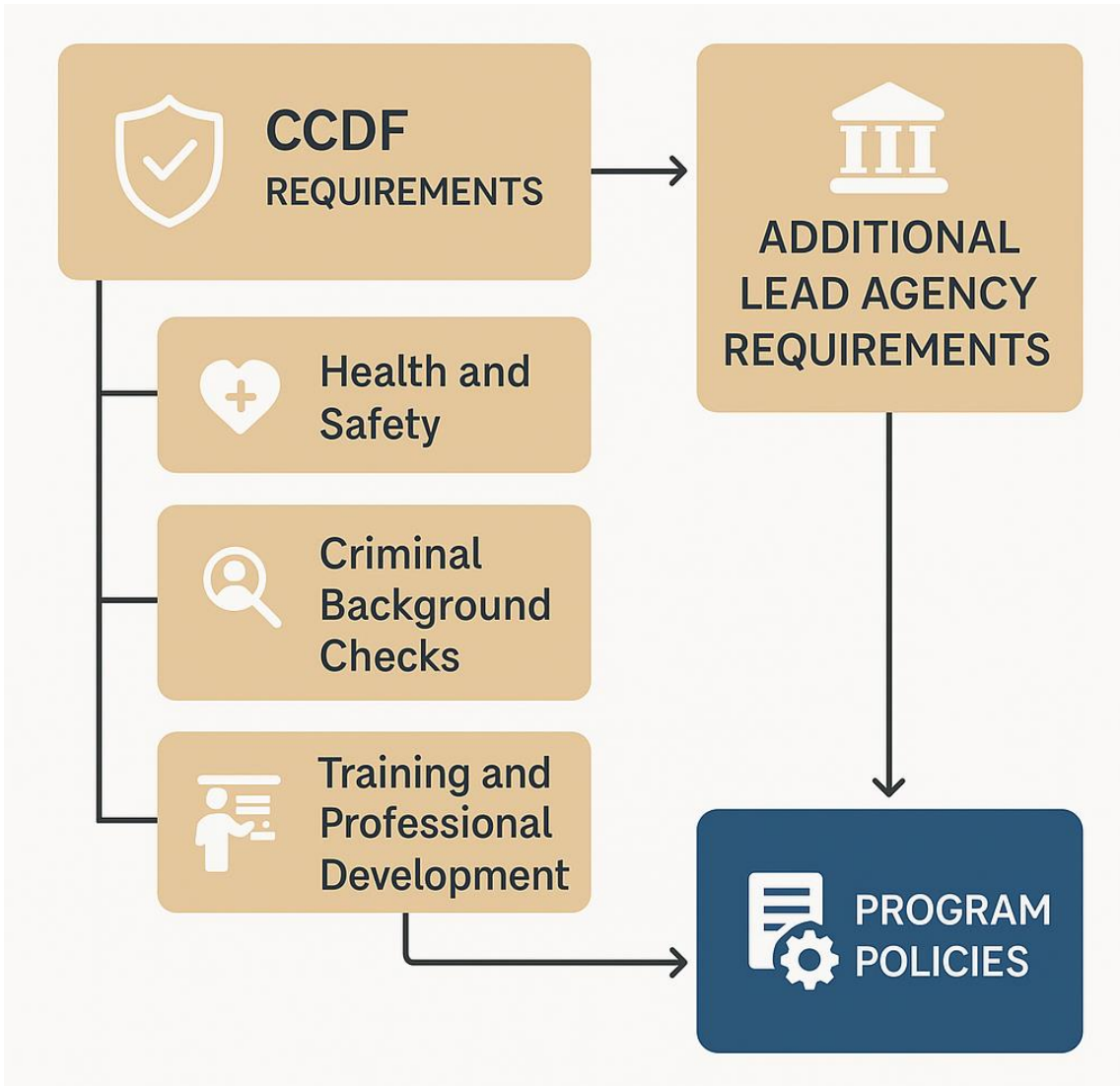


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Program Policy Development



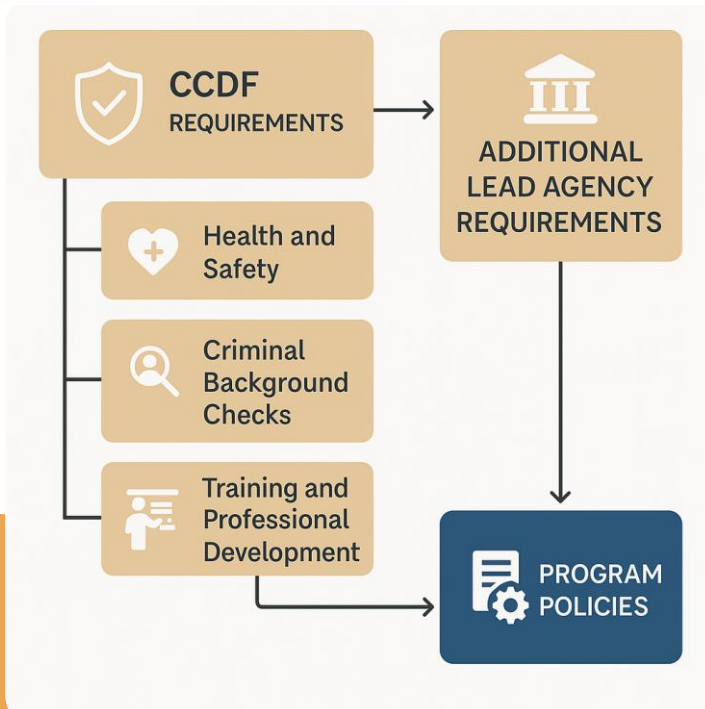


Considerations When Developing Your Program Policies

Use plain language in your policies.

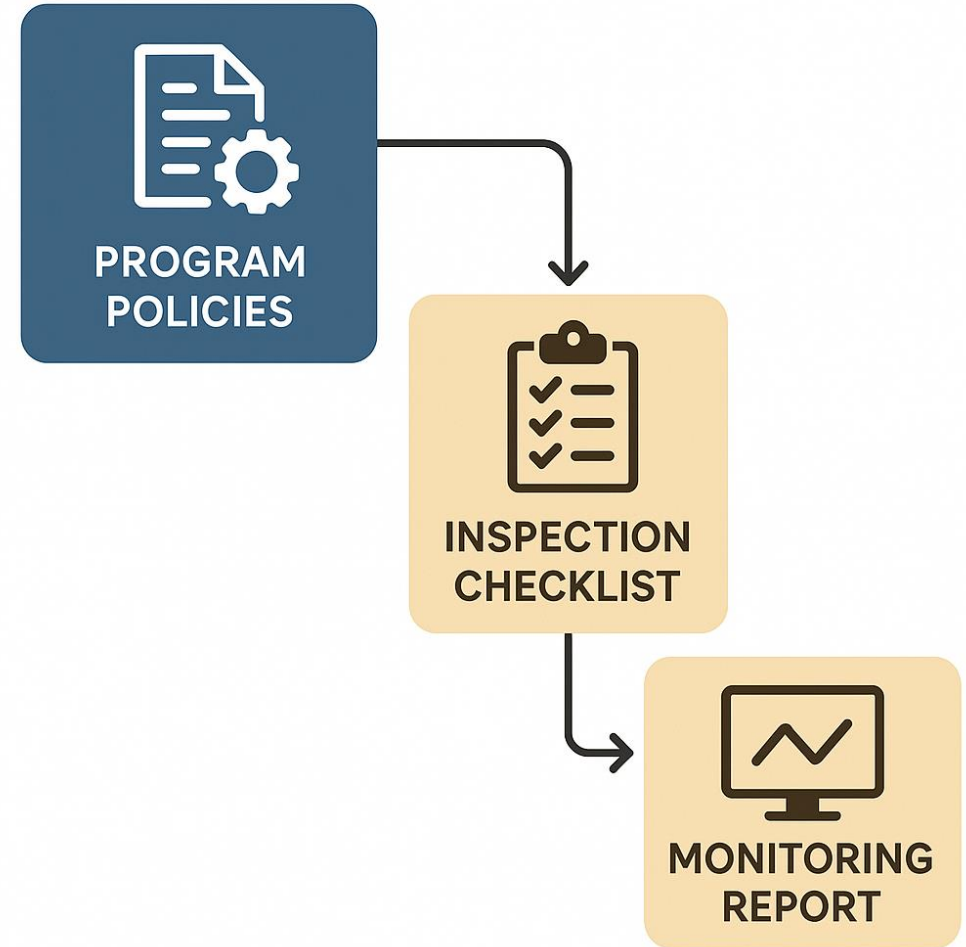
Reference *Caring for Our Children Basics* to inform policy.

Ensure policies are measurable, observable, and defensible.





Monitoring and Inspection Checklist





Recommendations When Developing Your Monitoring and Inspection Checklists

Ensure all policy components are reflected to support monitors and licensors.

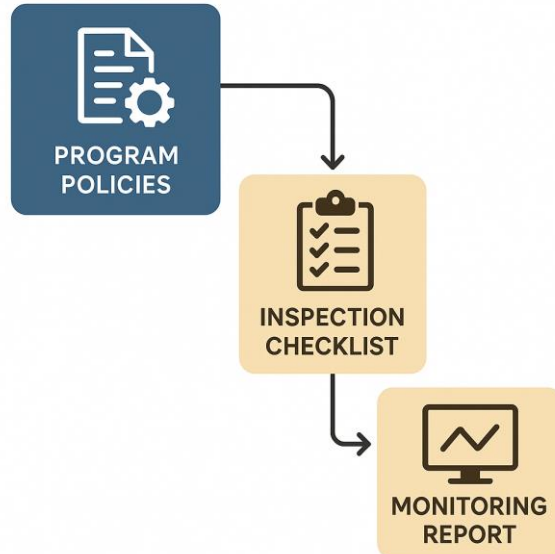
CCDF requirements that must be inspected are highlighted or bolded.

Include a chart to add the staff:child ratios.

Include a comments section for notes about non-compliances.



INSPECTION CHECKLIST



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CCDF Health & Safety Components					
Required CCDF Health & Safety components	Required CCDF Health & Safety component detail	Centers		Family Child Care	
		Rule/Policy	Inspection Checklist	Rule/Policy	Inspection Checklist
(iv) Prevention and response to emergencies due to food and allergic reactions	Prevention of emergencies due to food reactions	53:02-04(L)			
	Response to emergencies due to food reactions	53:02-04(M)	✓		
	Prevention of emergencies due to allergic reactions				
	Response to emergencies due to allergic reactions	53:02-05(b)	✓		
(v) Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic	Building and physical premises safety	02:03-01(A)	✓		
	Identification of and protection from hazards	15:04-01(B)(ii)	✓		
	Identification of and protection from bodies of water	15:04-01(B)(iii)			
	Identification of and protection from vehicular traffic		✓		
(vi) Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment	Prevention of shaken baby syndrome	25:03-05(A)(i)(a)	✓		
	Prevention of abusive head trauma	25:03-05(A)(i)(b)	✓		
	Prevention of child maltreatment	25:03-05(A)(i)(c)	✓		





Consumer Education Requirements

Timely posting of provider-specific monitoring and inspection reports with the following information

Date of each inspection

Full monitoring and inspection reports in plain language, including areas of compliance and noncompliance

Required plain language summary posted with any full reports that are not in plain language

Inspection reports relating to substantiated complaints

Prominent display of health and safety violations in inspection reports, including serious injuries or fatalities resulting from noncompliance

Corrective action taken by the state and/or child care provider for any identified noncompliance, if applicable

Three years of reports for each provider

Source: Child Care State Capacity Building Center. (2024). *Consumer education website requirements*. U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Care.
<https://childcareta.acf.hhs.gov/resource/ccdf-consumer-education-website-requirements-infographic>



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Which Provider Types Must Have Inspection Reports Posted?



Inspection reports must be displayed for all licensed and CCDF-eligible providers, including those who are exempt from licensing, unless they are related to all children in care.



Note: License-exempt providers might not appear in the state's zip code search, but their inspection reports must still be posted.

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Put Yourself in a Family's Shoes



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State Highlights and Discussion



CONNECTICUT
Early Childhood



**Department of
Children & Youth**



Helpful Resources



[Caring for Our Children
Basics](#)



[Consumer Education
Requirements](#)



[Posting Monitoring and
Inspection Reports](#)



Technical Assistance Is Available

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Thank You!





Child Care State Capacity Building Center and National Center on Early Childhood Quality Assurance

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