**Licensing Policy and Procedures**

**Handbook Revision \_\_**

This revision of the Licensing Policy and Procedures Handbook was published on \_\_\_\_. Summaries of new or revised items are provided below.

For Licensing revisions only: Immediately following signoff, Licensing staff will prepare a highlighted document showing significant changes that we will post with the revision memo.

Administrative Reviews

The items below have been revised in relation to an administrative review in which the reviewer discovers the wrong minimum standard is cited. Policy is amended so that, in these instances, the reviewer adds the minimum standard which should have been cited originally. This change reflects a more accurate picture of the situation and the risk posed to children. .

Display of Revisions with Changes Highlighted (Word Document)

See:

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##### 7716.3 Amending an Action or Decision as the Result of an Administrative Review

LPPH ~~December 2013~~ DRAFT 7322-CCL

If the reviewer determines that the information provided during the review supports a change in the decision or action, the reviewer amends the Licensing decision or action.

Specifically, amending a decision or action may include:

a. changing the conditions of a corrective action, waiver, or variance;

b. editing the original documentation of a decision or action; or

c. overturning the original citation of a minimum standard that was cited incorrectly and adding the citation of a minimum standard that is more appropriate.

The reviewer should discuss the decision to amend the Licensing decision or action with the requester during the administrative review meeting, and notify the requestor that there are no due process rights for the decision or action.

If it is not possible to discuss the decision to amend the Licensing decision or action during the administrative review meeting, the reviewer:

• calls the requestor to explain the action;

• allows the requester an opportunity to respond to the decision or action;

• informs the requester that there are no due process rights related to the decision or action; and

• sends the decision letter.

Documenting the Decision

The reviewer documents the outcome by following the steps in [7716.1](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_7600.asp#LPPH_7716_1) Documenting the Outcome of an Administrative Review in CLASS.