**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.

Inspecting an Operation During a Corrective Action (PATS 10537)

The item below is revised to remove a documentation requirement for monitoring inspections completed during an operation's corrective action period.

Display of Revisions with Changes Highlighted (Word Document)

See:

7425 Inspecting an Operation During a Corrective Action

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#### 7425 Inspecting an Operation During a Corrective Action

LPPH ~~March 2017~~ DRAFT 10537-CCL

Procedure

During an evaluation or probation, Licensing staff conduct a monitoring inspection at all of the following times, unless there is good cause not to inspect within these times (such as when Licensing is conducting an investigation):

 • At least once within 21 days after the corrective action period begins; and

 • At least once per month during the duration of the corrective action period.

If there is good cause not to inspect within these times, the inspector requests approval from the supervisor and documents the reason for the variation in a *Chronology* in CLASS.

During each monitoring inspection, the inspector

a. evaluates:

 • an operation’s compliance with the conditions imposed by the corrective action plan, and

 • the section (or sections) of the minimum standards that relate to those conditions. One additional subchapter may be evaluated as needed to ensure overall compliance with the minimum standards;

b. documents the review of each condition by checking the …*items regarding risk to children…* checkbox; and

c. completes all other tasks required during a monitoring inspection (See [4126](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4000.asp#LPPH_4126) Monitoring Inspections).

If the operation is in violation of any condition or minimum standard, administrative rule, or statute associated with the action, the inspector:

 • cites the operation;

 • provides technical assistance in the area where the operation is deficient; and

 • reviews the conditions related to the deficiencies with the permit holder or designee at the time of the inspection.

DFPS Rules, 40 TAC [§745.8631](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=745&rl=8631)

See [4152](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4000.asp#LPPH_4152) Reviewing Restrictions, Conditions, Waivers, and Variances.