**Closed Operator Records Review**

**Use of form:** This form is completed by BRO staff as part of the certification review process. It is used to obtain information about individual CLOSED OPERATORS and to help determine whether certifying agencies are in compliance with statutes, administrative codes, and policy; are meeting the requirements of the DCF Administration of Child Care Programs Contract; and are implementing effective policies and procedures. This form may also be used by certification agencies or certification workers to ensure that operator files are accurate and up to date.

**Instructions:** Use the following questions to gather information, assess compliance, and/or identify areas for additional technical assistance. Complete the “Compliance” fields to indicate whether the agency is in compliance and to explain any violations.

|  |
| --- |
| **A. Review Information** |
| 1. | County / Tribal Name      |
| 2. | Subcontracted Agency Name      |
| 3. | Person Conducting Review |
|  | Name      | Title      |
| 4. | Date of Closed File Review      |
| **Closed Operator Records Review** |
|  | Operator Name and Alias | Provider or Applicant No. / Location No. | Category Expiration Date is Entered | Status is Modified to Show Reason for Closure | Complaint Status is Updated to “Closed” (Note: Complaints ten or more years in the past may not be able to be closed.) | Closed Date for Enforcements is Entered |
|  | Operator 1 |       |       / 000 | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
|  | Operator 2 |       |       / 000 | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
|  | Operator 3 |       |       / 000 | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Compliance |
| [ ]  Yes The agency is in compliance.[ ]  No The agency is not in compliance. Explain any violation(s) related to closed operator records, and cite requirement in policy or rule.      |
| Recommendations:       |
| General Comments:       |
| **C. Additional Reviewer Comments** |
|       |