

# Non-Compliant Facility Procedure

When the Public Health Nurse (PHN) finds a childcare facility not in compliance with their immunization records:

The PHN shall advise the facility director they have 7 days to correct the noncompliance and obtain the documentation to complete the record.

If the record is not complete after this time, the PHN will formally notice the facility director. Another 7-day time period should be granted, and the facility director informed that non-compliance after this time will result in the child being excluded from the facility.

Should the facility not comply after the 2nd 7-day period:

- the PHN will order the exclusion of the child from the facility,  
AND
- make a formal complaint to the Childcare Licensing Site:  
<https://dphhs.mt.gov/qad/licensure/childcarecomplaint>.

The local licensuror will then contact the facility director for follow-up action if needed within 7 days.

## Create

### Follow-up Review

|   |   |
|---|---|
| Reviewer Name                           | <input type="text" value="Mickey"/>           |
| Reviewer Phone                          | <input type="text" value="406-555-5555"/>     |
| Reviewer Email                          | <input type="text" value="abc123@email.com"/> |
| Review Date                             | <input type="text" value="2019-05-30"/>       |
| Number Enrolled                         | <input type="text" value="10"/>               |
| Number in Compliance*                   | <input type="text" value="5"/>                |
| Number Missing Record                   | <input type="text" value="5"/>                |
| Number Conditionally Attending          | <input type="text" value="0"/>                |
| Number with Medical Exemption           | <input type="text" value="0"/>                |
| Number with Religious Exemption for HIB | <input type="text" value="0"/>                |
| Number of Workers                       | <input type="text" value="3"/>                |
| Number of Workers in Compliance         | <input type="text" value="3"/>                |
| Needs Follow-Up?                        | <input type="text" value="Select One"/>       |
| Follow-up Details                       | <input type="text"/>                          |

 Save

The information from the previous review will auto populate but **can be edited** if information has changed.

\*Note: If an additional follow-up is needed, "Follow-up Details" are required.