

Entering a Review Guide

To add a New Review:

1. Select the Enter Childcare Review button to open a new page.
2. Enter the information gathered on the Childcare Review Worksheet into the online database.
3. If a facility is not 100% in compliance, select "Yes" under Needs Follow-up.
 - a. Follow-up Details are required if "Yes" is selected. E.g. Facility is missing records for 5 children and facility will be reaching out to parents to obtain required documentation.
4. Select Save.

Enter Childcare Review

Create

Review

Provider Number	PV108040
Facility Name	ABC Daycare
Owner / Director	Moana
City	Montana
Phone	(406) 555-5555
Provider Type	Center
Enrolled in STARS?	No
Review Date	2019-05-30
Number Enrolled	0
Number in Compliance*	0
Number Missing Record	0
Number Conditionally Attending	0
Number with Medical Exemption	0
Number with Religious Exemption for Hib	0
Number of Workers	0
Number of Workers in Compliance	0
Needs Follow-Up?	Select One ▼
Follow-up Details	

Save

Information in grey is auto populated. If the information is not correct, please contact the IZ Program at 444-5580.

Review Date is auto populated, but can be changed

Enter the information gathered at the facility review in the boxes.

*Note: If site is not 100% compliant a "Follow-up" is required.

*Note: If a follow-up is needed the "Follow-up Details" box is required. Please enter the reason for the follow-up, e.g. Facility has 5 children with missing records.