



Wisconsin Child Care Regulatory System (WISCCRS) Monitoring Results

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Division of Early Childhood Education

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Monitoring Results

Regulatory agencies are now able to document monitoring results in WISCCRS. This includes rules that were met and violated, as well as those that do not apply to the site.

At the conclusion of a site visit, certification and licensing staff must promptly record results of site visits in WISCCRS. If violations are documented in WISCCRS, the violations are automatically inserted into a pre-filled Non Compliance Statement (CFS-294) to be sent to the provider (See Generating 294 Non Compliance Statement for further information). **Also review policy and procedure manuals for further information on when to issue a 294.**

All certification and licensing violations are displayed on the [Child Care Public Search](#) the day after they are entered into WISCCRS. The violations remain on the public website for two years. After two years have passed from the citation, the violations are automatically pulled from the website. At this time, other monitoring results (rules met or rules marked 'N/A') are not transferred onto the Public Search.

The WISCCRS system has two types of user security profiles for users who have rights to update the provider records:

- **Certification:** If a certification worker enters monitoring results, only DCF 202 and HFS (DHS) 12 rules are displayed. If the provider is a certified family provider, rules under DCF 202.08 will display. If the site is a school-age certified program, DCF 202.09 will display.
- **Licensing:** If a licensing specialist enters monitoring results, DCF 250, DCF 251 or DCF 252 will display depending on the type of facility the specialist is entering the results for. If the facility is family, only family rules will display, etc. If a licensing specialist enters violations for unregulated care, only Ch. 48 subsections will be available and will not display on the Child Care Public Search website.

If a provider is dually-regulated, a certification worker can only enter monitoring results for certification visits and licensing staff can only enter monitoring results pertaining to licensing visits. Both regulation staff can view monitoring results for both regulations.

Entering Monitoring Results

Monitoring results can now be entered for ALL visit types, even for initial visits. Please review the policy/procedure manuals for further information on visits that shouldn't have violations cited.

Follow steps below to enter all monitoring results:

1. First enter a site visit by clicking the *Site Visit* tab in the left-side navigation menu. Site visits are explained in the **Creating a New Provider Record** user guide. Once the visit is entered, the Monitoring Results link will display on the right side of the screen.

Provider/Loc Number 5800039215 / 002 Facility Number Facility Address 123 Winter Road Anytown, WI 45454				Name Jan January Applicant/Loc Number 0800071701 / 002 Facility Name Winter Wonderland Day Care				
Licensor Name				Certifier Name Pzmkee Certifier				
Site Visits								
New Site Visit								
Follow-up	Type Of Visit	Date Of Visit	Visit Reasons	Date of Next Visit	Date of Visit Due	Next Visit Reason	Rule Violated	Action
	Certified	01/09/15	Monitoring Visit	06/30/15			No	Monitoring Results

- On the *Monitoring Results* page, click on the View/Update Monitoring Results link.

Site Visit	
Visit Date	1/9/2015
Visit Reason	Monitoring Visit
Next Visit Date	6/30/2015
Visit Due Date	
Rule Violated	No
Comments	
<input checked="" type="checkbox"/> Unmet <input type="checkbox"/> Met <input type="checkbox"/> Not Applicable <input type="button" value="Refresh"/>	
View/Update Monitoring Results	New Monitoring Result(Classic View)
Monitoring Results	
There are no monitoring results found during this site visit for this location	
<input type="button" value=" < Back to Site Visits"/>	

- The following page shows the Rules List. For certification, DCF 202 and HFS 12 (DHS 12) will display.

Visit Date 1/9/2015	Visit Reason Monitoring Visit
Category Period 07/28/2013-07/31/2015	Visit Due Date
New Monitoring Result(Classic View)	
RULE SECTION	PROGRESS
DCF 202	0 / 137
HFS 12	0 / 9

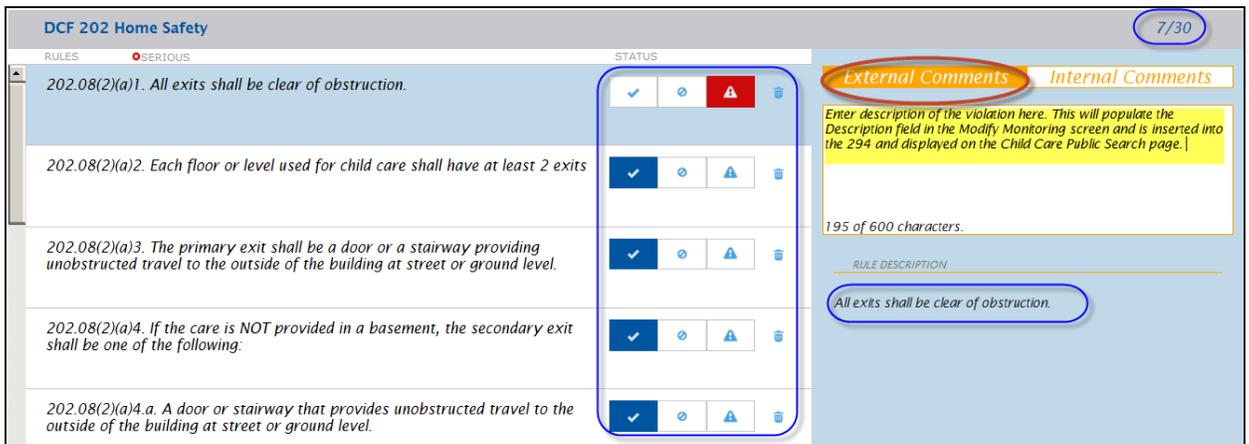
The *Rules List* page shows monitoring progress for each provider location. The information is displayed in the Progress column. The column lists the total number of rules for each section and the number of rules monitored during the **current** regulatory approval period.

Choose the correct Rule Section to proceed.

- After clicking on one of the above sections, the following page expands to show the rule groups. The progress bar on the right now displays rules monitored for each of the sections listed.

DCF 202	0 / 137
RULE GROUP	PROGRESS
Activities	0 / 9 >
Basis for Certification	0 / 1 >
Discrimination	0 / 1 >
Equipment	0 / 7 >
Group Size	0 / 5 >
Health Care	0 / 13 >
Home Safety	0 / 31 >
Mandatory child abuse rep	0 / 1 >
Meals and Snacks	0 / 4 >
Provider Communication	0 / 11 >
Provider Interactions	0 / 11 >
Provider Qualifications	0 / 21 >
Rest	0 / 5 >
Supervision	0 / 11 >
Transportation	0 / 6 >

5. Choose the Rule Group to record monitoring results. The following page displays:



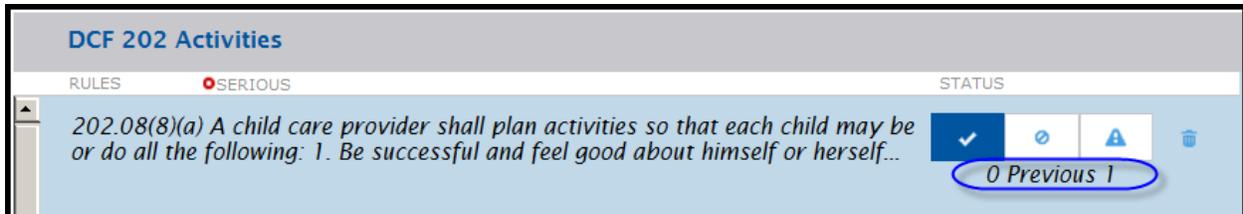
Click on the rule you have monitored and for which you want to enter monitoring results. Below are explanations for most fields on the above screen.

Field Name	Description
Serious Indicator – Licensing only	If the rule is considered to be potentially serious, a red icon is displayed next to the rule. NOTE: This indicator is only used by licensing.
Progress	The field on the top-right of the screen shows the number of rules monitored at this specific site visit. In the example above, 7 rules out of total of 30 have been monitored during the current visit.

Rule Status	<p>This field allows you to enter the following monitoring results:</p> <ol style="list-style-type: none"> 1. Met (blue check mark). Check this if the site met the rule (is in compliance). 2. Not applicable (gray circle). Check this if the rule does not apply to the site. 3. Unmet (red caution sign). Check if a violation was documented for the site. <p>Delete icon (garbage can) allows deletion of the entered monitoring results. This will only reset the data entered on the Status field, but will not delete any comments entered.</p>
External Comments	<p>For a violation, enter the description of the rule violated. The text is inserted into the Non Compliance Statement (294) and displayed on the Child Care Public Search website.</p>
Internal Comments	<p>You may enter comments pertaining to the monitored rule. These comments remain in WISCCRS and are not displayed publicly.</p>
Rule Description	<p>The entire rule text is displayed.</p>

Previous Monitoring Results

When entering monitoring results, you can now see if the same rule has been monitored during the last two years. The screen print below shows one previous violation of a specific rule for the site.



Generating the 294 Non Compliance Statement

After completing the steps above, you must generate a Non Compliance Statement if violations were documented at the site visit (for visit types that violations may be recorded by policy/procedure). Below are the steps:

1. Click on the Site Visit link in the left-side navigation menu.

- On the *Site Visits* screen, click on the Monitoring Results.

Provider/Loc Number 5800039215 / 002 Facility Number Facility Address 123 Winter Road Anytown, WI 45454				Name Jan January Applicant/Loc Number 0800071701 / 002 Facility Name Winter Wonderland Day Care				
Licensor Name				Certifier Name Pzmkee Certifier				
Site Visits								
New Site Visit								
Follow-up	Type Of Visit	Date Of Visit	Visit Reasons	Date of Next Visit	Date of Visit Due	Next Visit Reason	Rule Violated	Action
Follow-up	Certified	01/09/15	Monitoring Visit	06/30/15			No	Monitoring Results   

- The following screen will display the monitored rules for the visit.

Site Visit							
Visit Date 1/9/2015 Visit Reason Monitoring Visit Next Visit Date 6/30/2015 Visit Due Date Rule Violated Yes Comments				Documents			
<input checked="" type="checkbox"/> Unmet <input type="checkbox"/> Met <input type="checkbox"/> Not Applicable <input type="button" value="Refresh"/>							
View/Update Monitoring Results				New Monitoring Result(Classic View)			
Certificate - Monitoring Results							
Rule #	Rule Group	Monitoring Results	Detection Date	Detection Type	Related Visit	Updated Date	Print Selected or All
202.08(2)(a)1.	Home Safety	Unmet	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15	<input checked="" type="checkbox"/>   
<input type="button" value="Print Selected Certified Violation(s)"/>				<input type="button" value=" < Back to Site Visits"/>			

The system is defaulted to show violations (unmet). To generate the 294 Non Compliance Statement in PDF format, click on the Print Selected or All check box and then Print Selected Certified (or Licensed) Violation (s) command button on the bottom of the screen.

The violation details are autopopulated onto a form that can be emailed, mailed, or faxed to the provider. See print below.

DEPARTMENT OF CHILDREN AND FAMILIES Division of Early Care and Education		STATE OF WISCONSIN	
Date Correction Plan Due 1/30/2015	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN REGULATED CHILD CARE		TO FILE A COMPLAINT CALL
<p>Use of Form: This form is used by certification / licensing staff to identify statute and / or administrative rule violation(s) and to outline imposed plans of correction, if applicable. This form is used by certified operators / licensed centers to meet the requirements of DCF 202.065, DCF 250.04(2)(i) and (3)(d), DCF 251.04(2)(L) and (3)(f), DCF 252.41(1)(L) and (2)(k). Failure to submit an appropriate correction plan by the due date listed above may result in sanctions identified in the statute and / or administrative rule.</p> <p>Instructions: The Noncompliance Statement below identifies the violation(s) of child care statute and / or administrative rule identified by the certification / licensing specialist. Complete the section labeled "Correction Plan" by indicating the steps that will be taken to address and correct each of the listed noncompliance(s). Identify expected completion date(s) for each item. Return the original to your certification / licensing specialist for approval and retain a copy. If this is a licensed child care, post your copy of the noncompliance statement and correction plan near the license in accordance with Wis. Stat. 48.657. This request for a correction plan is not an order imposing a sanction or penalty pursuant to Wis. Stat. 48.715. If the department decides to apply a statutory sanction and / or penalty for facts arising from this finding or a future finding, you will be given a notice of the sanction and / or penalty and your appeal rights.</p>			
Name - Certified Operator / Licensed Center Winter Wonderland Day Care		Provider Number / Facility ID Number 5800039215 / 002	
Address - Facility (Street, City, State, Zip Code) 123 Winter Road Anytown WI 45454		Telephone Number 454-545-4545	Date - Regulation Visit 1/9/2015
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	202.08(2)(a)1. All Exits Shall Be Clear Of Obstruction. Description: Enter description of the violation here. This will populate the Description field in the Modify Monitoring screen and is inserted into the 204 and displayed on the Child Care Public Search page.		
2	202.08(4)(a)&(d) Health Form: A Certified Child Care Operator Shall Have A Current Report Of A Physical Examination On File For Each Child, Including The Operator's Own Children, Who Are Not Enrolled In A Public Or Private School.		

Below are explanations for some of the key fields on the PDF document:

Field	Description
Correction Plan Due Date	This field is prefilled from the Modify Site Visit screen.
To file a complaint	Licensing: The regional office phone number is auto-populated into this field. Certification: Enter certifying agency's phone number.
Name	This information is retrieved from the Location/Facility Name field on Location screen
Address	This address is retrieved from the Location screen.
Date – Regulation Visit	This is the date of the site visit when the violations were documented.
Rule/Statute Number and Non Compliance Statement	This text comes from the Monitoring Results screen.

Correction Plan	The provider/licensee writes the plan of correction in this field. If the agency imposes a Plan of Correction, this section is pre-filled from the monitoring results screen.
Expected Completion Date	The provider/licensee writes the date s/he expects the correction be completed.
Verification Date	The date certification/licensing staff verified the violation has been corrected. This field is pre-filled from the Monitoring Results screen.

Printing Non Compliance Cover Letter (Licensing)

The Non Compliance Cover Letter can be system-generated for users with updated access to licensed provider records. In order to generate the letter, click on the Print Non Compliance Cover Letter button on the bottom of the Monitoring Results screen.

License - Monitoring Results										
Rule #	Rule Description	Serious	Repeat	Monitoring Results	Detection Date	Detection Type	Related Visit	Updated Date	Print Selected or All	
251.07(2)(e)	Child Guidance - Prohibited Actions	Yes	No	Unmet	09/01/14	Site Visit	Monitoring For Licensing on 09/01/2014	01/13/15	<input checked="" type="checkbox"/>	
251.07(2)(e)1.	Prohibited Actions - Corporal Punishment	Yes	No	Unmet	09/01/14	Site Visit	Monitoring For Licensing on 09/01/2014	01/13/15	<input checked="" type="checkbox"/>	
251.07(2)(e)2.	Prohibited Actions - Verbal	Yes	No	Unmet	09/01/14	Site Visit	Monitoring For Licensing on 09/01/2014	01/13/15	<input checked="" type="checkbox"/>	

Displaying All Monitoring Results for a Visit

If you want to display all monitored rules for a visit, access the *Monitoring Results* page for the site visit. Then click all check boxes (Unmet, Met and Not Applicable) and then Refresh button. All monitored rules are displayed for the visit.

Certificate - Monitoring Results						
Rule #	Rule Group	Monitoring Results	Detection Date	Detection Type	Related Visit	Updated Date
202.08(2)(a)1.	Home Safety	Unmet	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)3.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)4.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)4.a.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)4.b.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)4.c.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)5.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15

On this screen, you are able to access the Modify Monitoring Results screen by clicking the pencil icon, delete the monitoring result, or view history.

Entering Monitoring Results One at a Time

If you want to enter monitoring results one at a time, use the New Monitoring Result (Classic View) link.

Take the steps below:

1. Click on the New Monitoring Results (Classic view) link from the Monitoring Results screen.



2. Choose the rule group from the list



3. After that, choose the sub rule.



4. Then enter details on the monitoring results.

Modifying a Monitoring Result

If you need to modify a record, choose the site visit, click on the Monitoring Results link.

NOTE: If the violation is corrected and verified at a subsequent visit, do not modify the original monitoring results but rather enter the compliance in the new visit entry and indicate it has been “met”.

On the Monitoring Results page, click on the pencil icon next to the record that needs modification. This will take you to the Modify Monitoring Results where the correction can be made.

Rule #	Rule Group	Monitoring Results	Detection Date	Detection Type	Related Visit	Updated Date
202.08(2)(a)1.	Home Safety	Unmet	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)3.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)4.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)4.a.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)4.b.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)4.c.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)5.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15

On the following page, you can modify fields such as the Correction Verification Date, Monitoring Results, Comments and Imposed Plan of Correction.

conducted and the previously cited group size rule was marked Met. Once the monitoring results have been entered into WISCCRS for the 1/12/15 visit, the verification date will be automatically inserted for the 6/15/14 record after the evening batch (the day after the data entry).

If the verification is completed **without a site visit (provider mails documentation, etc.)**, then the date should be entered on the Modify Monitoring Results screen. **See Modifying Monitoring Results section of this user guide.**

Deleting a Monitoring Result

If you need to delete a record, choose the site visit and click on the Monitoring Results link.

NOTE: WISCCRS does not allow a site visit be deleted if any monitoring results are attached to the visit. If a visit needs to be deleted, all monitoring results must be deleted first. After that, the delete icon will display on the Site Visit screen.

On the *Monitoring Results* page, click on the garbage can icon next to the record that needs to be deleted.

Rule #	Rule Group	Monitoring Results	Detection Date	Detection Type	Related Visit	Updated Date
202.08(2)(a)1.	Home Safety	Unmet	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)3.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)4.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)4.a.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)4.b.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)4.c.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15
202.08(2)(a)5.	Home Safety	Met	01/09/15	Site Visit	Monitoring Visit on 01/09/2015	01/12/15

Violations Documented Without a Visit

Every violation is tied to a site visit. In rare occasions, a violation can be cited without conducting a site visit (i.e. documentation review or a self-reported violation). In these cases, choose No Site Visit as the Primary Visit Reason. See [Creating a New Provider Record](#) for further information on how to enter site visits.

Enter the site visit as No Site Visit and monitoring results as explained above. If there are only a few violations, the classic view may be easiest to use because the Detection Method needs to be entered (not available in the multi-rule view).

When the No Site Visit is chosen as the Visit Reason, the New Monitoring Result-Classic View screen will display the Detection Method. The worker can choose one of the options below:

- **Self-report:** used when the provider self-reports an incident that violated the licensing/certification rules.
- **Documentation Review:** The violation was cited based on a desk review of documentation of a credible source such as CACFP claims, attendance records, etc.
- **Other:** This is used in situations that do not fall under the two above.

Violations – Child Care Public Search

Violations for certified and licensed providers are displayed on the Child Care Public Search website the following day after the violations have been entered into WISCCRS. To trigger the data to be transferred the following day, the Non Compliance Issue Date on the Modify Site Visit screen must be entered. If a certification worker forgets to enter this date, the violations will be transferred to the Public Search **one week** from **the visit date**. For licensed records, the violations are not transferred until the date has been entered into WISCCRS.

Entering Violations - Unlicensed Providers – Licensing Only

When an unregulated provider is violating the licensing law, licensing staff attaches a statute violation to the complaint visit. The steps are identical to the data entry of the monitoring results to licensed facilities, except that the list of violations for unlicensed providers will only have one statute listed.

You are able to use either the new multi-rule view or the classic view.

Provider/Loc Number 4800039754 / 004 Facility Number 1122798 Facility Address 123 Main Mkee, WI 45454	Name Ulla Unlicensed Applicant/Loc Number 0800078109 / 004 Facility Name Sero Unlicensed Location
There is no current license or certificate for this location.	
Visit Date 1/13/2015 Category Period	Visit Reason Unregulated Complaint Visit Visit Due Date
New Monitoring Result(Classic View)	
RULE SECTION 48.65	PROGRESS 0 / 1 >

Once the violation has been added, it can also be attached to a forfeiture or a stop operating order.

Repeated Violations – Licensing Only

The system identifies violations that have been previously cited within a 24-month period.

The *Monitoring Results* screen displays Yes in the Repeat column if the violation was previously cited within the 24-month time frame of the site visit date. Also, for licensed violations, a Serious column identifies rules that are considered serious. See screen print below.

License - Monitoring Results									
Rule #	Rule Description	Serious	Repeat	Monitoring Results	Detection Date	Detection Type	Related Visit	Updated Date	Print Selected or All <input type="checkbox"/>
251.07(2)(c)	Time-Out - Time Limit	No	No	Unmet	01/13/15	Site Visit	Monitoring For Licensing on 01/13/2015	01/13/15	<input type="checkbox"/>
251.07(2)(d)	Time-Out - Use With Children Under Age 3	No	No	Unmet	01/13/15	Site Visit	Monitoring For Licensing on 01/13/2015	01/13/15	<input type="checkbox"/>
251.07(2)(e)	Child Guidance - Prohibited Actions	Yes	Yes	Unmet	01/13/15	Site Visit	Monitoring For Licensing on 01/13/2015	01/13/15	<input type="checkbox"/>

Informational Alerts – Licensing Only

1. Repeat Violations (serious or non-serious)

When licensing staff enters a violation into WISCCRS that has been cited within 24 months prior to the visit date, an **informational** alert will display. In order to complete the data entry, click Add.

Error - The Following Problems Have Occurred
Rule Number: Same violation repeated within last 2 years.

2. Four or more Repeat, Serious Violations

If the facility has had 4 or more serious, repeat violations within the 24-month period of the visit date, an informational alert will display when the fourth (4th) serious, repeat violation is entered. This is to alert the staff that an enforcement action may be justified.

 **Error - The Following Problems Have Occurred**

 **Rule Number:** Same violation repeated within last 2 years.

 **Rule Number:** There are 4 or more serious violations repeated in the last 2 years.

Repeat Violation Information on 294 – Licensing Only

If the violation is a repeat, the 294 form will now display the date it was previously repeated.

Name - Certified Operator / Licensed Center Randy's Group Preschool		Provider Number / Facility ID Number 3800036563 / 001 - 120856		
Address - Facility (Street, City, State, Zip Code) 123 Main St Anytown WI 52222		Telephone Number 414-555-6666	Date - Regulation Visit 4/30/2013	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(1)(a) Licensed Capacity Description: CITED ON 4/30/13 Repeat Violation: Previously cited on 4/24/2013, 7/27/2012			

Compliance with Laws – Licensing Only

The Compliance with Laws rule is used for citing violations of various laws that have not been promulgated as a rule in the administrative code. Violations of this rule may or may not be a repeat violation, as determined by licensing. For this rule, WISCCRS allows licensing staff to uncheck the repeat indicator if the violation being entered is not a repeat. When entering a Compliance with Laws violation that has been cited within the last 24 months, the information alert will display and the system first considers it a repeat. If the citation is **not** a repeat, go to the Modify Monitoring Results screen and **uncheck** the Repeated check box.

Modify Violation

Violation Type 250.04
 Rule Group/Summary (2) administration
 Rule # 250.04(2)(a)
 Rule Description Compliance With Laws
 Serious Yes
 Repeated 

Detection Date 5/1/2013
 Detection Method * Site Visit
 Correction Verification Date 

Alleged Violation

Related Visit Monitoring For Licensing On 05/01/2013
 Description Attention: Information entered below into Description field is transmitted to the Non-compliance Statement and to the Public Web Site.
 facility does not have a carbon monoxide detector. 

The List Violations screen will now display the rule as a non-repeat.

Licensed Violations							
Rule #	Rule Description	Serious	Repeat	Detection Date	Detection Type	Related Visit	Updated Date
250.04(2)(a)	Compliance With Laws	Yes	No	03/27/13	Documentation Review	No Site Visit on 03/27/2013	05/01/13   
250.04(2)(a)	Compliance With Laws	Yes	No	05/01/13	Site Visit	Monitoring For Licensing on 05/01/2013	05/01/13   

Gap between Licensing Periods

The system will alert the user about the repeat violation even if there is a gap between two licensing periods. Example:

Jane Doe was licensed from 7/1/11 to 12/31/11. Violations were cited on 11/1/11. She voluntarily closed her license effective 12/31/11. Jane reapplied for licensing and was granted a new license starting 10/1/12. During a monitoring visit on 12/1/12, the licensing specialist cited a violation that was previously cited on 11/1/11. WISCCRS will display the 12/1/12 violations as repeats even if there is a gap between licensing periods. The Public Search will also display the violations issued during the first licensing periods as long as they were not cited more than two years in the past.