



Wisconsin Childcare Regulatory System (WISCCRS)

User Guide

Site Visits

January 2024

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Background

WISCCRS requires site visits to be entered prior issuing regulatory approval for programs applying for certification and/or licensing. Ongoing monitoring visits are also required by the administrative rules. This module explains the site visits in more detail.

Accessing the Site Visit information

Choose the Site Visit link in the left side navigation menu. The screen lists all visits for the provider location. The page also includes links to add a new visit, modify or delete a previously entered visit.

Location Details

Location

Child Care Finder Listing

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Monitoring Plan

Monitoring Plan

Minimum Num Of Visits Required

Effective Date

7/1/2018

Site Visits

New Site Visit

Type Of Visit	Date Of Visit	Visit Reasons	Date of Next Visit	Date of Visit Due	Next Visit Reason	Rule Violated	Action
Follow-up License	10/20/21	Other Contact				No	Compliance Statement Monitoring Results <div><div></div><div></div><div></div></div>
Follow-up License	10/01/21	No Site Visit				No	Compliance Statement Monitoring Results <div><div></div><div></div><div></div></div>
Follow-up License	05/20/21	Desk Review - Cbu				Yes	Compliance Statement Monitoring Results <div><div></div><div></div><div></div></div>
Follow-up License	05/05/20	Initial Licensing Study		05/04/21		No	Compliance Statement Monitoring Results <div><div></div><div></div><div></div></div>
Follow-up License	07/01/18	Initial Licensing Study		12/31/18		No	Compliance Statement Monitoring Results <div><div></div><div></div><div></div></div>

Next >

Enter a New Site Visit

Click on the New Site Visit link in the Site Visit screen (print above) to access the New Site Visit screen.

Note: The Monitoring Plan section on top of the screen is only shown for licensed providers.

Monitoring Plan	
Monitoring Plan	Minimum Num Of Visits Required
Effective Date	1/1/2011

New Site Visit	
Visit Date *	<input type="text"/>
Primary Visit Reason *	<input type="text"/>
Secondary Visit Reason	<input type="text"/>
Next Visit Date	<input type="text"/>
Next Visit Reason	<input type="text"/>
Visit Action	<input type="text"/>
Licensors/Certifier *	<input type="text"/>
Licensors/Certifier	<input type="text"/>
Compliance/Non Compliance Issue Date	<input type="text"/>
Correction Plan Due Date	<input type="text"/>
Correction Plan Received Date	<input type="text"/>
Visit Type *	<input type="text"/>
Children Present	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
Licensors/Certifier Time of Arrival	<input type="text"/>
Licensors/Certifier Time of Departure	<input type="text"/>
Comments	<input type="text"/>

Print screen example of entered site visit:

Modify Site Visit	
Visit Date *	2/24/2022
Primary Visit Reason *	Monitoring For Licensing <input type="text"/>
Secondary Visit Reason	<input type="text"/>
Next Visit Date	5/1/2022
Visit Due Date	5/23/2022
Next Visit Reason	<input type="text"/>
Visit Action	<input type="text"/>
Licensors/Certifier *	Licensing, Sero Pirkko <input type="text"/>
Licensors/Certifier	<input type="text"/>
Compliance/Non Compliance Issue Date	2/24/2022
Correction Plan Due Date	3/10/2022
Correction Plan Received Date	<input type="text"/>
Visit Type *	Unannounced <input type="text"/>
Children Present	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
Licensors/Certifier Time of Arrival	9:00 AM
Licensors/Certifier Time of Departure	10:00 AM
Rule Violated	No

The system allows the user to attach monitoring results to all visit types, however, some visit types do not allow the user to enter the Compliance/Non-compliance Issue Date preventing the violations (and the visit) to be sent to Child Care Public Search.

Below are explanations for the fields and dropdown choices on this screen:

Licensing Visit Reason:

Licensing Visit Reasons	Description	Appears on CCF website if Compliance/non-compliance Date is entered	Recalculates Date of Visit Due
Attempted Visit	When an on-site visit is attempted but cannot be conducted because the provider did not allow access to the premise, provider was not on premise, the facility was closed, or for any other reason the licensor was unable to gain access.	No	No
Complaint/Incident	When on-site monitoring is conducted as part of a complaint/self-reported incident investigation. If on-site monitoring is not conducted as part of the complaint/incident investigation but a desk review or other contact was completed, the Primary Visit Reason should be entered as Complaint/incident and the secondary visit reason is desk review or other contact with visit type N/A (meaning an on-site visit was not conducted).	Yes	No
Desk Review	May be used when violations are issued without a site visit (i.e., failure to submit licensing continuation materials, monitoring related to review of continuation materials, CACFP meal claim reports indicating over capacity, self-reported incident that results in a violation, etc.). This value is used by licensing when processing continuation materials/packets, documenting rules met and/or violations pertaining to rules under 250.11(5) and 251.11(4) for license continuation, plus health and safety rules regarding policies, insurance, water test, vehicle inspection, etc. May also be used as part of an ongoing complaint/incident investigation with the primary visit reason as complaint/incident and the secondary visit reason is desk review.	Yes	No
Desk Review CBU	The automated CBC compliance functionality uses this value when creating the 294 issuance for licensed and/or public school childcare programs (PSCH) or Milwaukee Co. certified providers. The value is not used when there are no violations.	Yes, only used when violations entered	No
Enforcement Action Compliance Verification	This value is selected when monitoring is done to verify correction of violations related to an enforcement action.	Yes	No

Licensing Visit Reasons	Description	Appears on CCF website if Compliance/non-compliance Date is entered	Recalculates Date of Visit Due
Initial Licensing Study	This value is used for determining compliance for new facilities. This value also used as the primary visit reason to grant regulation to public school programs (PSCH).	No	Yes As soon as the category is created and license issued, the Site Visit Screen shows the next system-calculated Visit Due date calculated from the category begin date.
License Amendment	This value is used as the Primary Visit reason if a visit is necessary for changes to the license including, ages served, hours of operation, capacity, change of room usage. Compliance/Non Compliance Issue Date cannot be entered if the Primary Visit Reason is License Amendment preventing violations be sent to CCF. If the licensing specialist conducts additional monitoring, Monitoring for Licensing must be entered as the Primary Visit reason.	No	No
Monitor for Licensing	This value is used for ongoing monitoring of licensed and public school childcare programs (PSCH).	Yes	Yes
No Site Visit	Per procedures, not to be used by licensing.	N/A	No
No site Visit public school (PSCH)	Per procedures, no longer used by licensing.	Yes	No
Off-site record review	This value is used when staff records are not kept on-site but are stored at another location associated with the licensee. Currently, licensing requires an exception be in place to store staff records off-site.	Yes	No
Other contact	May be used for phone calls, office visits, meetings with providers to discuss enforcement issues, notify provider of non-compliance. These are contacts with provider that are not otherwise Technical Assistance. May also be used to document contacts made related to complaint/incident investigations when the primary visit reason is complaint/incident, and the secondary visit is Other Contact.	Yes, only if violations are entered	No
Pre-licensing TA	Per procedures, monitoring results are not entered for this visit type. This value is used when providing TA prior to licensure or for TA related to opening of a 2nd location. Regional licensing staff provide TA pre-licensing for Day Camps. This value is not used for public school programs (PSCH).	No	No

Licensing Visit Reasons	Description	Appears on CCF website if Compliance/non-compliance Date is entered	Recalculates Date of Visit Due
TA for Licensed Facility	This value is selected when technical assistance is provided (virtually or on-site) to program staff for the purpose of equipping the childcare program with knowledge, information, skills to improve compliance and/or quality of care. This value may be used for licensed or public school programs (PSCH). Per procedure, monitoring results are not entered. If additional monitoring was completed, enter Monitoring for Licensing as the Primary Visit Reason so the information is sent to CCF.	No	No
Unregulated complaint visit	This value is used by BECR when on-site visits are conducted as part of a complaint investigation for unregulated childcare programs	No	N/A
Vehicle Alarm only	Used when testing a vehicle alarm is not done at the regulated location.	Yes	No
Verification of 294	This value is selected when monitoring is done to verify correction of violations of a previously issued 294.	Yes	No

Certification Visit Reason:

Certification Visit Reasons	Description	Appears on CCF website
Annual Visit	Visits conducted annually to monitor for health and safety standards.	Yes
Attempted Visit	When an on-site visit is attempted but cannot be conducted because the provider did not allow access to the premise, provider was not on premise, the facility was closed, or for any other reason the certifier was unable to gain access. If violations are cited, select Monitoring Visit as the Primary Visit Reason.	No
Complaint/Incident	When on-site monitoring is conducted as part of a complaint/self-reported incident investigation. If on-site monitoring is not conducted as part of the complaint/incident investigation but a desk review or other contact was completed, the Primary Visit Reason should be entered as Complaint/Incident and the Secondary Visit reason is desk review or other contact with visit type N/A (meaning an on-site visit was not conducted).	Yes
Desk Review	May be used when violations are issued without a site visit (examples: CACFP meal claim reports indicating over capacity, self-reported incident that results in a violation, etc.). May also be used as part of an ongoing complaint/incident investigation with the primary visit reason as complaint/incident and the secondary visit reason is desk review.	Yes
Desk Review CBU	When a certified provider is non-compliant with the Background Check law, the system automatically creates this site visit and attaches violations. The certifier must enter the Non-Compliance Issue Date for the violation to be sent to CCF.	Yes
Expired Re-Cert Visit	If / when an operator submits the completed application for recertification after the previous WISCCRS category expiration date, the certification worker has the option of choosing the Primary Visit Reason in WISCCRS to indicate, that the application was submitted late. The certification worker may choose to use the Expired Re-certification Visit value or the Re-certification Visit value.	Yes

Certification Visit Reasons	Description	Appears on CCF website
Initial Provider Visit	This value must be used to grant initial certification for new applications. Per policy , no violations are entered for this visit reason.	No
Monitoring Visit	This value is used for ongoing monitoring of certified childcare providers.	Yes
No Site Visit	May be used for situations when violations are cited but no site visit occurred. (For example: self-reported violations, substantiations of violations based on another agency's documentation, including, but not limited to, a report by the Child and Adult Care Food Program or Law Enforcement, discovery that an operator failed to report required information, including, but not limited to information discovered by the department's CCAP / SOR Registry / CPS monthly match finding module) The Desk Review Visit reason may also be used in place of the No site visit.	Yes, assumes violations are issued if this visit reason is selected.
Off Site Record Review	Not typically used for family childcare certification, as provider records are stored at the childcare program location.	Yes
Other Contact	May be used for phone calls, office visits, meetings with providers to discuss enforcement issues, notify provider of non-compliance. These are contacts with provider that are not otherwise Technical Assistance. May also be used to document contacts made related to complaint/incident investigations when the Primary Visit Reason is Complaint/incident, and the Secondary Visit is Other Contact.	Yes
Other Visit	Certifiers should only use this value if no other visit type describes the activity/visit. If other visit is used, a comment should be added to clarify reason for the visit.	Yes
Re-Certification Visit	Used when the visit is conducted as part of the recertification process.	Yes
Relocation Visit	Used when a new site visit is required due to a provider's relocation/move from one residence to another.	Yes
Tech Assistance Visit	This value is selected when technical assistance is provided (virtually or on-site) for the purpose of equipping the childcare provider with knowledge, information, skills to improve compliance and/or quality of care. Per procedure , monitoring results are not entered. If additional monitoring was completed, enter Monitoring Visit as the Primary Visit Reason so the information is sent to CCF.	Yes
Vehicle Alarm Only	Used when testing a vehicle alarm is not done at the regulated location.	Yes
Verification of Cfs-294	This value is selected when monitoring is done to verify correction of violations of a previously issued 294.	Yes

Field	Description
Visit Date	The date the visit was conducted.
Secondary Visit Reason	This can be used if the visit has two reasons. Example: During a complaint visit, the certifier/licensor verifies a previously issued violation. In this situation, the Primary Reason would be Complaint Visit. Verification of DCF-294 can be entered as the secondary reason.
Next Visit Date	<p>The Next Visit Date is a user entered field to determine when the next visit date will occur. If you enter a date in the Next Visit Date field, reports can be generated on future visit dates to manage your workload. Note: In order for a visit to appear on the Next Visit Date By County & Specialist, the most recent visit must have Next Visit Date in the system.</p> <p>Example: A provider was visited on 7/1/20 and you entered 12/20/20 in the Next Visit Date field. This is the date the worker intends to revisit the provider. Then in October, a complaint visit was conducted and entered into the system. The Next Visit Date of 12/20/20 must be re-entered into the Complaint Visit record conducted in October for the provider to appear on the Next Visit Date By County & Specialist report. If the Next Visit Date is NOT entered into the field, the provider will not appear on the Next Visit Date By County & Specialist WebI report.</p> <p>Certification Only: This field is a mandatory user-entered field.</p> <p>NOTE: No Site Visit records do not have to have a Next Visit Date data entry. The Next Visit Date By County & Specialist WebI report ignores these records.</p>
Visit Due Date	<p>Licensing: Visit Due Date is a system generated date field that determines when the next visit will occur. For more information on the logic used to calculate this date field, see WISCCRS User Guide – My Assignments.</p> <p>If you enter a date in the Next Visit Date field, reports can be generated on future visit dates to manage your workload.</p> <p>Note: The Visits Due – All Facilities by Date Visit Due WebI report will include the most recent visit where Visit Due Date was auto-populated. Visit Due Date is populated in the most recent visit where Monitoring For Licensing or Initial Licensing Study visit reason (primary or secondary) is chosen. Example: A provider was visited on 7/1/20 and user entered Monitoring for Licensing as the primary visit reason. The Visit Due Date field will auto-populate a date in the future (depending on the program’s regulation type, monitoring plan, capacity, and part time/full time designation). This is the date the system has determined when the worker should revisit the provider. This visit will appear on the Visit Due – All Facilities by Date Visit Due WebI report. If a new visit is entered where the Visit Due Date is calculated, then that visit would appear in the WebI Report. The Visits Due – All Facilities by Date Visit Due WebI report only pulls the most recent visit where the Visit Due Date is calculated.</p> <p>Certification: The Date Visit Due system generated date usually reflects the category end date.</p>
Next Visit Reason	If you enter reason for the next visit, this information will be included in the WebI visit reports.
Visit Action	<p>When no violations are documented as a result of a monitoring visit, a Compliance Statement must be issued:</p> <ul style="list-style-type: none"> • 2665 – Compliance Statement Issued – Certified Family • 785 – Compliance Statement Issued - License <p>NOTE: When created in WISCCRS, there is an option to automatically save and upload these documents to the Child Care Public Search page. See the Monitoring Results User Guide for more information.</p>
Licensors/Certifier	If the provider location has been assigned to a licensing or certification specialist, the name of the assigned worker is automatically populated into this field. If the location is unassigned, choose the licenser/certifier who conducted the visit. NOTE: The Pull-down menu lists all WISCCRS users who have update access to the system.
Licensors/Certifier	If more than one licenser/certifier accompanied to the visit, choose the name from the list.

Field	Description
Compliance/Non-Compliance Issue Date	Enter the date the compliance or non-compliance was issued. NOTE: This date triggers the violations to be sent to the Childcare Public Search the following day.
Correction Plan Due Date	Enter the date the correction plan is due.
Correction Plan Received Date	Enter the date the licensee/certified provider submitted the correction plan.
Visit Type	Click on Announced if the provider was notified about the visit, Unannounced if provider was not notified about the visit, or NA if applicable. Click on Virtual Announced or Unannounced if a monitoring event with a provider/program used audio and visual, via a smartphone, tablet, laptop or desktop computer.
Children Present	For visit types where the certifier/licensing specialist was able to gain access to the facility/home, select Yes if any children enrolled in the provider's care were present at the time of the site visit. If the Visit Type is Attempted Visit or No Site Visit, this question typically would not apply and the default selection of Unknown would be used.
Licensors/Certifier Time of Arrival	Enter the time of the day the Certifier/Licensing Specialist arrived at the center/program.
Licensors/Certifier Time of Departure	Enter the time of the day the Certifier/Licensing Specialist left the center/program.
Rule Violated	This only displays on the visit summary page after site visit has been added/entered. The field displays Yes when monitoring results have been marked as Unmet. A No is displayed if no monitoring results have been entered or if all attached monitoring results are marked as Met or N/A.
Comments	This field can be used to record general information about the visits. NOTE: Specific information on violations should be entered under the Violations screen.

Required Site Visits

Prior to approving a new license/certificate, a site visit is required.

Before an application can be approved, the system checks to make sure that a visit related to the application type (initial, continuation, relocation) has been entered into the system. Licensors using the Mobile Application Checklist in the iPad must have the initial site visit uploaded to WISCCRS before the LPPA can approve the application. Below are charts that explain types of visits that allow regulatory approval for each application type:

Certification:

Type of Visit	Initial*	Re-certification (Visit date after Complete Application Received Date)**	Relocation***
Annual Visit	No	Yes	Yes
Attempted Visit	No	No	No
Complaint Visit	No	No	No
Desk Review	No	No	No
Expired Re-certification Visit	No	Yes	Yes
Initial Provider visit:	Yes	Yes	Yes
Monitoring Visit	No	Yes	Yes
No Site Visit:	No	No	No
Off Site Record Review	No	No	No
Other Contact	No	No	No
Other Visit	No	No	No
Re-certification Visit	No	Yes	Yes
Re-location Visit	No	No	Yes
Technical Assistance Visit	No	No	No
Vehicle Alarm Only	No	No	No
Verification of CFS-294	No	No	No

***Initial application:** First application for a location or if there is a gap (even one day) between the new Complete Application Received Date and the end date of the previous category. Certifiers often use Expired Re-certification Visit in cases like this.

****Recertification application:** See [Processing Continuation/Re-Certification Applications User Guide](#) for further details.

*****Relocation** (Application for a new address): See [Changes User Guide](#) for further details on how to process an address change in WISCCRS.

Licensing:

Type of Visit	Initial	Continuation (visits within last 2 years)	Relocation
Attempted Visit	No	No	No
Complaint /Incident Licensed Facility	No	Yes	No
Desk Review	No	No	No
Enforcement Action Compliance Verification	No	Yes	No
Initial Licensing Study	Yes	No	Yes
License Amendment	No	Yes	No
Monitoring for Licensing	No	Yes	No
No Site Visit:	No	No	No
No Site Visit – Public School (PSCH)	No	No	No
Off Site Record Review	No	No	No
Other Contact	No	No	No
Pre-licensing Technical Assistance	No	No	No
Technical Assistance for Licensed Facility	No	Yes	No
Unregulated Complaint Visit	n/a	n/a	n/a
Vehicle Alarm Only	No	No	No
Verification of DCF-294	No	Yes	No

After a site visit has been added, the Site Visit screen displays the visits in chronological order, the latest one first.

Monitoring Plan									
Monitoring Plan		Minimum Num Of Visits Required							
Effective Date		11/1/2017							
Site Visits									
Site Visit	Date of Visit	Visit Summary	Date of Visit	Date of Visit	Non-Visit Reason	Relic Violated	Actions	Relic Violated	Actions
License	03/13/18	Monitoring For Licensing	03/13/18	Monitoring For Licensing	No	785 Compliance Statement	Monitoring	Relic Violated	Actions
License	03/09/18	Monitoring For Licensing	03/09/18	Monitoring For Licensing	Yes	785 Compliance Statement	Monitoring	Relic Violated	Actions
Certified	02/02/18	Monitoring Visit	01/31/18	Monitoring Visit	No	785 Compliance Statement	Monitoring	Relic Violated	Actions
License	11/02/17	Complaint / Incident Licensed Facility	11/02/17	Complaint / Incident Licensed Facility	No	785 Compliance Statement	Monitoring	Relic Violated	Actions
Certified	10/27/17	Monitoring Visit	01/31/19	Monitoring Visit	No	785 Compliance Statement	Monitoring	Relic Violated	Actions
Certified	08/25/17	Complaint / Incident Visit	01/31/19	Complaint / Incident Visit	Yes	785 Compliance Statement	Monitoring	Relic Violated	Actions
Certified	07/27/17	Complaint / Incident Visit	01/31/19	Complaint / Incident Visit	Yes	785 Compliance Statement	Monitoring	Relic Violated	Actions
License	12/13/16	Monitoring For Licensing	12/13/17	Monitoring For Licensing	No	785 Compliance Statement	Monitoring	Relic Violated	Actions
License	11/18/15	Complaint / Incident Licensed Facility	11/18/15	Complaint / Incident Licensed Facility	Yes	785 Compliance Statement	Monitoring	Relic Violated	Actions
License	03/19/15	Complaint / Incident Licensed Facility	10/18/15	Complaint / Incident Licensed Facility	Yes	785 Compliance Statement	Monitoring	Relic Violated	Actions
Certified	01/09/15	Monitoring Visit	01/09/15	Monitoring Visit	Yes	785 Compliance Statement	Monitoring	Relic Violated	Actions
Certified	01/24/15	Be Certification Visit	01/24/15	Be Certification Visit	Yes	785 Compliance Statement	Monitoring	Relic Violated	Actions
Certified	03/01/13	Initial Provider Visit	01/31/17	Initial Provider Visit	No	785 Compliance Statement	Monitoring	Relic Violated	Actions
License	09/15/14	Monitoring For Licensing	04/14/15	Monitoring For Licensing	Yes	785 Compliance Statement	Monitoring	Relic Violated	Actions
License	11/11/13	Complaint / Incident Licensed Facility	09/01/14	Complaint / Incident Licensed Facility	Yes	785 Compliance Statement	Monitoring	Relic Violated	Actions
License	11/01/13	Monitoring For Licensing	02/01/14	Monitoring For Licensing	No	785 Compliance Statement	Monitoring	Relic Violated	Actions




Sometimes a follow-up visit is necessary to verify non-compliances identified during another visit. To record the follow-up visits, click on the Follow-up link on the Site Visit screen but note that only the latest visit can be deleted for follow-up visits.

Site Visit Monitoring Results:

See [Monitoring Results User Guide](#) for further information regarding monitoring results.


Complaint Visits

If visits or other forms of monitoring are conducted to investigate a complaint/incident, click the Visits link on the main Complaint/Incident screen. This link takes you directly to the New Site Visit Screen.

Complaints/Incidents										
New Complaint/Incident										
Regulation Type	Incident Type	ID	Received Date	Status	Results	Assigned To	Complainant	Updated Date	Requires Immediate Attention	
Certification	Complaint	200050555	03/12/15	In Progress	Unsubstantiated	Certifier, Dane		03/18/15	No	  
Complainant Referral Investigation Visits Enforcement Print Intake Form Documents Related Complaints/Incidents(1)										

NOTE: If the visits link is used as mentioned above, the default visit type is a Complaint/Incident Visit and cannot be changed to another visit type. The complaint ID is associated/connected to the site visit.

Enter the monitoring event using the Site Visits screen then attach it to the complaint/incident by clicking on the Visits link on the Complaint/Incident screen. All visits conducted after the complaint/incident received date, will display. Click on the check box next to the visit that you want to attach to the complaint/incident.

Site Visits								
Add Site Visit								
Type of Visit	Date of Visit	Visit Reasons	Date of Next Visit	Date of Visit Due	Next Visit Reason	Rule Violated	Action	
<input checked="" type="checkbox"/> License	04/04/18	Complaint / Incident Licensed Facility , Monitoring For Licensing		04/03/19		No		
Select current Site Visits to attach to a Complaint/Incident								
Visit ID	Type of Visit	Visit Date	Visit Reasons	Date of Next Visit	Date of Visit Due	Next Visit Reason	Rule Violated	Action
<input type="checkbox"/> 2000003917	License	03/13/18	Monitoring For Licensing		03/12/19	Monitoring For Licensing	No	785 Compliance Statement Issued - License
<input type="checkbox"/> 2000003916	License	03/09/18	Monitoring For Licensing		09/09/18		Yes	
<input checked="" type="checkbox"/> 2000003616	License	11/02/17	Complaint / Incident Licensed Facility				No	
<div><div>Edit / Add ></div><div>< Back to Site Visits List</div></div>								




****Note:** You can attach more than one site visit to a complaint/incident, but you CANNOT attach more than one complaint to a visit. Use the comments area on the site visit screen to note if more than one complaint/incident was investigated at your visit.

See the [Complaints/Incidents User Guide](#) for further information regarding complaints/incidents.

Unregulated Facilities - Enforcement Site Visits – Licensing only

Below are steps on how to enter a site visit and an enforcement action against an unregulated provider:

1. Enter a site visit from the Site Visits or from the Enforcement Link under the related Complaint/Incident. If the enforcement is entered from the enforcement link under the related complaint/incident, the enforcement will show as connected to the complaint investigation.
2. Once the site visit has been entered, click on the Monitoring Results link on the right. Then click on View/Update Monitoring Results link.

Site Visits							
New Site Visit							
Type Of Visit	Date Of Visit	Visit Reasons	Date of Next Visit	Date of Visit Due	Next Visit Reason	Rule Violated	Action
Follow-up	Unregulated 04/04/18	Unregulated Complaint Visit				No	Monitoring Results   

Site Visit	
Visit Date	4/4/2018
Visit Reason	Unregulated Complaint Visit
Next Visit Date	
Visit Due Date	
Rule Violated	No
Comments	

☒ Unmet
 ☐ Met
 ☐ Not Applicable
 [Refresh](#)

[View/Update Monitoring Results](#)
[New Monitoring Result\(Classic View\)](#)

Show Only ☐ HS ☐ Serious ☐ Repeat

Monitoring Results
There are no monitoring results found during this site visit for this location

3. On the Monitoring Results screen, the only option for unregulated providers is 48.65. Click on 48.65 Illegally Operating Program and check the unmet icon (triangle). Then select Save at bottom of screen.

New Monitoring Result(Classic View)	
48.65 Illegally operating pgm	1/1
RULES ● SERIOUS 48.65(1) ILLEGALLY OPERATING PROGRAM	STATUS <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> External Comments Internal Comments 0 of 600 characters. RULE DESCRIPTION ILLEGALLY OPERATING PROGRAM




4. Rule now shows as violated under Monitoring Results link from the Site Visit.

Site Visit	
Visit Date	4/4/2018
Visit Reason	Unregulated Complaint Visit
Next Visit Date	
Visit Due Date	
Rule Violated	Yes
Comments	

☒ Unmet
 ☐ Met
 ☐ Not Applicable
 [Refresh](#)

[View/Update Monitoring Results](#)
[New Monitoring Result\(Classic View\)](#)

Show Only ☐ HS ☐ Serious ☐ Repeat

Unregulated - Monitoring Results						
Rule #	Rule Group	Detection Date	Detection Type	Related Visit	Updated Date	Print Selected or All
48.65(1)	Illegally operating pgm	04/04/18	Site Visit	Unregulated Complaint Visit on 04/04/2018	04/04/18	<input type="checkbox"/>   

[Print Selected UnRegulated Violation\(s\)](#)
[Back to Site Visits](#)

Enforcement Site Visits:

Please see the [Enforcements User Guide](#) for information regarding entering enforcements.