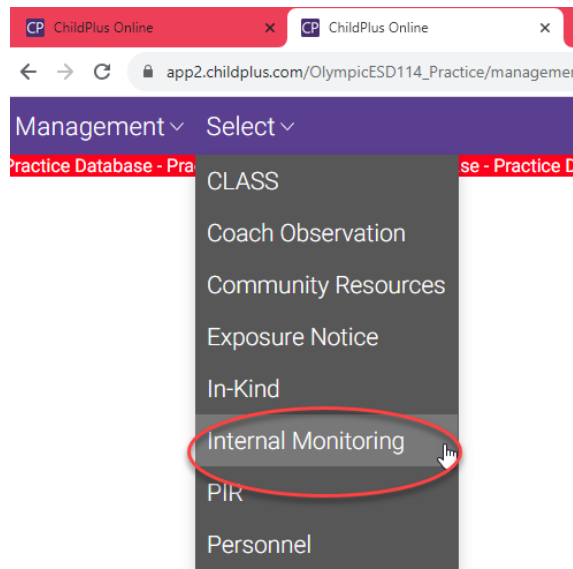
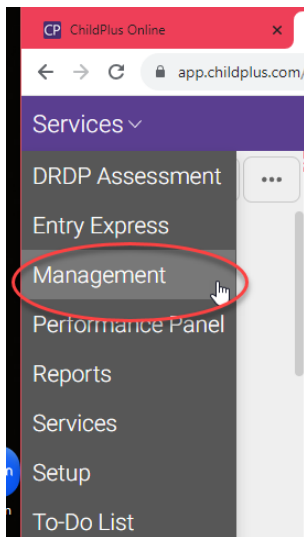


Health & Safety Checklists – CPOne Instructions

From the main drop-down menu, select Management. Select Internal Monitoring.



The following Reviews screen opens with the list of reviews in the system.
(FYI: The list can be filtered and sorted. To open an existing checklist, click on the review you want to open.)

Create New Review Record

To add a new monitoring checklist, Click Add Review.

The screenshot shows the 'Reviews' screen in the ChildPlus Online application. The page title is 'Management > Internal Monitoring'. There is a search bar and an 'Add Review' button, which is circled in red. Below the search bar is a table of reviews.

Completed	Due by	Scheduled	Checklist	Location	Individual	Reviewer	Status	Findings	Review ID
8/25/2023			Health & Safety - Teacher Daily	Discovery EHS Center • Discovery EHS CCP		Sandeno, Karen	Incomplete	1	6421
8/24/2023			Health & Safety - Teacher Daily	Discovery EHS Center • Discovery EHS CCP		Caspersen-Andresen, Laila	Completed On Time	1	6419

When you click Add Review, the Review Details screen opens. Data enter the following:

- Date Completed: Enter date of the Health & Safety Review
- Reviewer: Select your name
- Checklist: Select the Health & Safety Checklist to be completed. After selecting, the classroom data entry field opens.
- Classroom: Select the classroom you are reviewing.

The screenshot shows the 'Review Details' form with the following fields highlighted in yellow: 'Date Completed', 'Reviewer', and 'Checklist'. The 'Checklist' field is marked as 'Required'. Below the form is a 'Review Notes' text area and 'Save' and 'Cancel' buttons.

This screenshot shows the 'Review Details' form with callouts pointing to the 'Date Completed' field ('Enter date of the Health & Safety checklist'), the 'Reviewer' field ('Select your name'), and the 'Checklist' field ('Select Checklist from drop-down'). A dropdown menu is open, showing a search bar and a list of checklist options: 'Health & Safety - Supervisor Monthly', 'Health & Safety - Teacher Daily' (highlighted in yellow), and 'Health & Safety - Teacher Weekly'.

This screenshot shows the 'Review Details' form with a 'Locations' modal open. The 'Classroom' field in the background is circled in red and marked as 'Required'. The 'Locations' modal lists several locations under 'Olympic ESD 114': 'Discovery EHS Center' (highlighted in blue), 'Discovery EHS CCP' (highlighted in yellow), 'Esquire Hills Head Start', 'PineCrest ECEAP', and 'Wolfe Head Start'. The modal has 'Options' and 'Cancel' buttons. The background form has 'Save' and 'Cancel' buttons at the bottom.

When Review Details are entered, click Save.

Review Details

Date Completed	8/25/2023	
Scheduled		
Reviewer	Sandeno, Karen	...
Checklist <small>Required</small>	Health & Safety - Teacher Daily	▼
Classroom <small>Required</small>	Discovery EHS CCP	...

Review Notes

Save
Cancel

Your new review record opens.

Health & Safety - Teacher Daily

Completed 8/25/2023 by Sandeno, Karen
Olympic ESD 114 • Discovery EHS Center • Discovery EHS CCP

Review ID: 6422

Completed daily prior to children arriving (and corrected prior to children arriving)			
1. Health Alert and Pick up Alerts are posted on the fridge and in the Emergency Backpack and include cover sheets.	No Concern	Concern	
2. Check menus/Health Alerts for any food allergies.	No Concern	Concern	
3. Sanitizing and disinfecting solutions are fresh, dated, and out of child's reach. Kept in one easily accessible primary storage location.	No Concern	Concern	
4. Emergency Care Forms for children/staff are current and kept in the file and in the Emergency Backpack.	No Concern	Concern	
5. Refrigerator thermometer is visible and set to 41 degrees or less.	No Concern	Concern	
6. Freezer thermometer is visible and set to 10 degrees or less.	No Concern	Concern	
7. Outdoor play area is in good repair and safe condition (equipment is secured to ground, soft falling surface, free of sharp edges and debris).	No Concern	Concern	
8. Outdoor play area is arranged so that no child can leave the premises or get into unsafe or unsupervised areas.	No Concern	Concern	
Completed daily after children leave for the day			
9. Tables, sinks and toilets are cleaned and sanitized daily.	No Concern	Concern	
10. Toothbrushes are cleaned and allowed to air dry. (Dispose of and replace splayed toothbrushes and those of ill children.)	No Concern	Concern	
11. Toys requiring attention (dirty, "mouthed," etc.) are sanitized and allowed to air dry.	No Concern	Concern	
12. All food in refrigerator is labeled and dated.	No Concern	Concern	

Complete the Review

For each checklist item, click the Result:

- No Concern = click when standard identified is fully met, no correction of any kind
- Concern = click when standard identified is not fully met, even when the correction is made immediately. It is important to document all the steps you take to prepare the classroom to be safe for children.

When you click Concern, fields open for Reviewer's Notes and Status.

- Reviewer's Notes = type notes if needed to explain the specific concern for the item
- Status = the only two options to use for Health & Safety checklists are Corrected Onsite or In Process.
 - Select Corrected Onsite when concern is addressed immediately at the time of the health and safety check. No other documentation required.
 - Select In Process when item is not corrected yet.

Health & Safety - Teacher Daily

Completed 8/25/2023 by Sandeno, Karen
Olympic ESD 114 • Discovery EHS Center • Discovery EHS CCP

Completed daily prior to children arriving (and corrected prior to children arriving)

1. Health Alert and Pick up Alerts are posted on the fridge and in the Emergency Backpack and include cover sheets.	No Concern	Concern	i
2. Check menus/Health Alerts for any food allergies.	No Concern	Concern	i
Reviewer's Notes			
3. Sanitizing and disinfecting solutions are fresh, dated, and out of child's reach. accessible primary storage location.	Closed Closure Verified Corrected Onsite In Process Need Clarification Reopened Unaddressed		
4. Emergency Care Forms for children/staff are current and kept in the file and in Backpack.	Corrected Onsite selected only when the item is corrected at time of completing the checklist. Otherwise, select In Process.		
5. Refrigerator thermometer is visible and set to 41 degrees or less.			
6. Freezer thermometer is visible and set to 10 degrees or less.			
7. Outdoor play area is in good repair and safe condition (equipment is secured to surface, free of sharp edges and debris).			
8. Outdoor play area is arranged so that no child can leave the premises or get in unsupervised areas.			
Completed daily after children leave for the day			
9. Tables, sinks and toilets are cleaned and sanitized daily.	No Concern	Concern	i
10. Toothbrushes are cleaned and allowed to air dry. (Dispose of and replace splayed toothbrushes and those of ill children.)	No Concern	Concern	i

Select a result for each checklist item:
No Concern or Concern

When Concern, these fields open. Add Reviewer's Notes if needed and select a status.

Corrected Onsite selected only when the item is corrected at time of completing the checklist.

Otherwise, select In Process.




Follow Up on In Process Concern

To document the process of correcting a concern, open the existing checklist and update the record. When checklist opens, click the information icon to open the data entry box for the specific item.

Health & Safety - Teacher Daily

Completed 8/25/2023 by Sandeno, Karen
Olympic ESD 114 • Discovery EHS Center • Discovery EHS CCP

Review ID: 6421

Completed daily prior to children arriving (and corrected prior to children arriving)	
1. Health Alert and Pick up Alerts are posted on the fridge and in the Emergency Backpack and include cover sheets.	No Concern <input type="radio"/> Concern <input type="radio"/> 
2. Check menus/Health Alerts for any food allergies.	No Concern <input type="radio"/> Concern <input checked="" type="radio"/> 
Reviewer's Notes	In Process
3. Sanitizing and disinfecting solutions are fresh, dated, and out of child's reach. Kept in one easily accessible primary storage location.	No Concern <input type="radio"/> Concern <input type="radio"/> 

After you open the checklist that needs follow up, click the info icon to open data entry box for the specific item.

Data entry box for the review item opens. Data enter:

- Status = change to Closed
- Closed Date = enter the actual date item was corrected. ChildPlus auto-fills today's date. Change the date if necessary.
- Add Notes (optional) = click Add Notes if you need to document additional information.

Health & Safety - Teacher Daily

Completed 8/25/2023 by Sandeno, Karen
Olympic ESD 114 • Discovery EHS Center • Discovery EHS CCP

Item ID:56660

Check menus/Health Alerts for any food allergies.
Service Area: Education

No Concern Concern

Change status to Closed when item is corrected and no further follow up needed.

Click Add Notes if you need to document additional information. ChildPlus automatically logs data entry changes as shown below.

Status: Closed

Assigned To: [Search]

Address By: 8/26/2023

Date Closed: 9/08/2023

Follow-up Notes  

9/08/2023 4:29 p.m. <admin> Date Closed changed from <blank> to 9/08/2023
9/08/2023 4:29 p.m. <admin> Status changed to Closed
8/25/2023 12:17 p.m. Karen Sandeno Status changed to In Process
8/25/2023 12:15 p.m. Karen Sandeno Result changed to Concern

[Add Attachment](#)
Use the button to add attachments.

When you change status to Closed, today's date auto-fills. Make sure you change the date if today's date is not correct.

ChildPlus Learning Library Resources

For additional information on using internal monitoring checklists, visit the Learning Library.

You can click this link: <https://library.childplus.com/search/topic/15>

You can also open the Learning Library from the Help menu in CPDesktop or CPOnline.

