

LICENSING INVESTIGATION TEMPLATE

Name of Licensee(s): _____

QCID#: _____ Setting: ADH CDH

Agency: _____

Date of Incident/Allegation: _____ Date of Notification from OLCR: _____

Investigator's Name: _____

SECTION I: ALLEGATIONS/CONCERNS

Restate Allegation

Cut and paste for efficiency.

SECTION II: INTERVIEWS

A. Source

Summarize interview with reporting source. If unable to interview, document attempts to contact source.

B. Alleged Victim

If there is more than one alleged victim, document each interview separately.

C. Licensee

For co-licensed applicants, interview both licensees.

D. Collateral Contacts

Collateral contacts may include: support coordinators, DTA staff, case managers, household members, law enforcement, and protective service investigators or any other person who may have knowledge of the issue.

SECTION III: ANALYSIS/CONCLUSIONS**A. Cooperation and Participation of the Licensee**

Document the cooperation of the licensee during the investigative process.
If applicable, assess the licensee's willingness to complete any corrective actions.

B. Documents Reviewed

List documents reviewed as a part of the investigation. Include copies of critical documents with the report.

C. Additional Information

Provide any additional information relevant to the inquiry.

D. Licensing Violations

Cite the licensing rule and the specific act or omission that constituted the violation.

SECTION IV: CORRECTIVE ACTIONS

Corrective Actions

Describe any corrective actions that have been taken, or will be taken, to ensure compliance and minimize the risk of future violations. Include due dates if applicable.

Signature of Agency Investigator _____ Date _____

Date the findings of the licensing inquiry were presented to the licensee(s): _____

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