



ELICI USER GUIDE

dhs.FCClicensing@state.mn.us



For accessible formats of this information or assistance with additional equal access to human services, write to DHS.info@state.mn.us, call 651-431-6500, or use your preferred relay service. ADA1 (2-18)

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Glossary of ELICI/ELMS Terms

ELICI/ELMS - The software program used to conduct all licensed family child care programs in the State of Minnesota is called ELICI, or the Electronic Licensing Inspection Checklist Information tool. While ELICI is the required tool for all licensing visits, the Electronic Licensing Management System (ELMS) system stores the data for all licensed family child care applicants and license holders for the State of Minnesota. In a sense, ELMS serves as a virtual “file cabinet” that stores data. In order to conduct a licensing visit, a licensors goes to the ELMS system to “retrieve” a licensed family child care provider’s information that is used to create a licensing visit checklist in the ELICI tool. Upon completion of an ELICI checklist, it is “returned” to ELMS for storage. Each county/agency that licenses family child care programs in Minnesota must notify DHS of new licensors/users. This should be done by completing the Notification to DHS of New Supervisor, Licensor, or Case Aide form and emailing it to the DHS Triage box at dhs.FCClicensing@state.mn.us. Once the form has been processed, the new user will receive confirmation from DHS in the form of two emails. These emails will provide the new user’s username and password for the ELMS system and the ELICI system. Setting up an ELMS and ELICI Account.

Finalize- Term used to describe the process of issuing and locking down a correction order in ELICI.

Production- Refers to the live ELICI product.

Release- In order to ensure the ELICI tool continues to move forward in its development and to reflect evolving requirements, quarterly software updates are installed and pushed out to users in the form of an ELICI release. Email reminders are sent to users to announce the time and date, along with pertinent information regarding that release.

Retrieve Checklist-This option in ELICI allows a licensor to obtain a checklist that has already been “filed” back into the ELMS system for storage. *Note: If a licensor selects this option, the DHS server checklist information will override the licensor’s device’s checklist information.

Training Environment- Refers to the test environment in ELICI.

Upload Checklist- By selecting this feature in ELICI, the ELICI checklist in use will be uploaded to the DHS server. The DHS server will now have the information from that checklist stored at the server. It is very important to upload the checklist, while on-line, when done entering in information. This ensures that the checklist data won’t be lost.

Visit Types

Back Office- This option should **never** be selected.

Change of Premise Inspection- This ELICI checklist option is used when conducting a change of premise licensing inspection and no children from the child care program are present. This will issue a “To Do list” on any unmet items. If a licensor arrives at this inspection and finds children are present, the licensor should switch the review type to Change of Premise Inspection CO. This will reflect the fact that children were in the new location prematurely and will allow the licensor to have the capability to issue a correction order.

Change of Premise Inspection-CO- Choose this option when conducting a change of premise visit and children are present before the premise has been licensed. License holders may not care for children at the new premise prior to it becoming a licensed space. Licensors must issue a violation to 245A.04, subd. 7a.a in ELICI under

Application for Licensure, Change to License. A correction order will generate after the licensor selects “Unmet” for items on this checklist.

Drop-In Inspection- A Drop-In Inspection visit is for any licensing visit that doesn’t fit in one of the other categories. Examples of a drop-in inspection could be to monitor a conditional license, to follow up on a correction order, or to provide support to a provider. When a licensor selects a Drop-In Inspection visit, a Drop-In Type menu will open. The licensor should select which type best suits the visit.

Investigation- This type of checklist is to be used for complaints. It is a custom-built checklist and will appear empty when first created. In order to populate the Investigation checklist, select “All” at the top of the checklist and flag the items of concern that will be investigated. This will produce a checklist uniquely suited to each complaint scenario.

Licensing/Re-Licensing Inspection- Choose this option when conducting the renewal year licensing visit.

Off-Year Inspection- Choose this option for an annual visit when the licensing visit is not for the renewal year.

Pre-Licensing Visit- A Pre-Licensing Visit in the ELICI checklist is used during the initial licensing process and is used when an individual is still in the application phase. If a licensor marks items in the Pre-Licensing Checklist as “Unmet,” this will create a “To Do” list for the applicant. At the end of the pre-licensing visit, a licensor may publish the visit if all the items were completed successfully or may publish the visit and use the Carry It Forward feature to bring items that must be completed forward to the next Pre-Licensing checklist. This may take place as many times as necessary until such time as all the items in the checklist are complete.

Understanding an ELICI Review Status

Complete: When an ELICI checklist has been published and there are no violations or any checklist violations have had the ‘How Corrected’ section completed, the checklist is considered to be complete. This is the final step for the checklist. Once the checklist has been marked as “Complete,” it may be removed from the device.

In Progress: The status of a checklist when a licensor is working on a checklist and it has not been completed nor published. Changes to the ELICI checklist may be made while in this status.

Licensing Action Issued: Should a licensing visit, complaint, or investigation result in a Temporary Immediate Suspension (TIS), the licensor would select “Issue TIS” from ELICI Tech Info, as instructed by DHS. Once that has been done, the checklist is considered to be complete and may be removed from the licensor’s device.

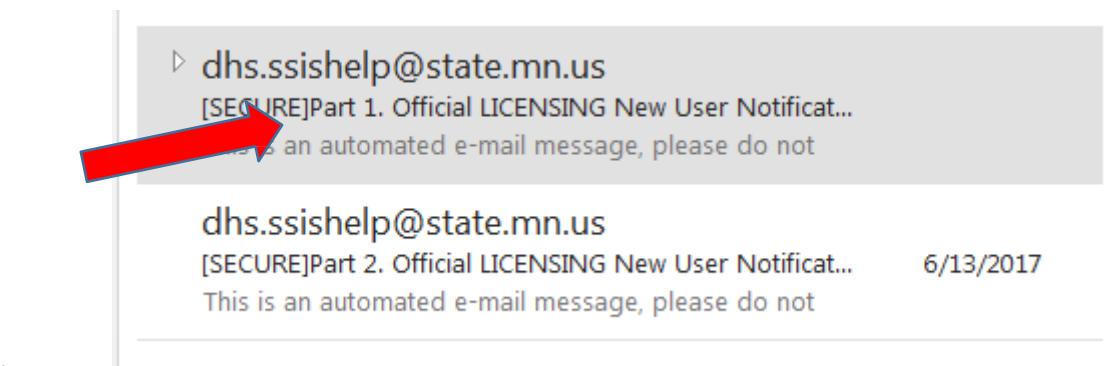
Published: The ELICI checklist has not yet been completed. This is the status for a review that contains a correction order but the “How Correction” portion of the correction has not yet been completed.

ELMS/ELICI Account

ELMS and ELICI Initial Log in

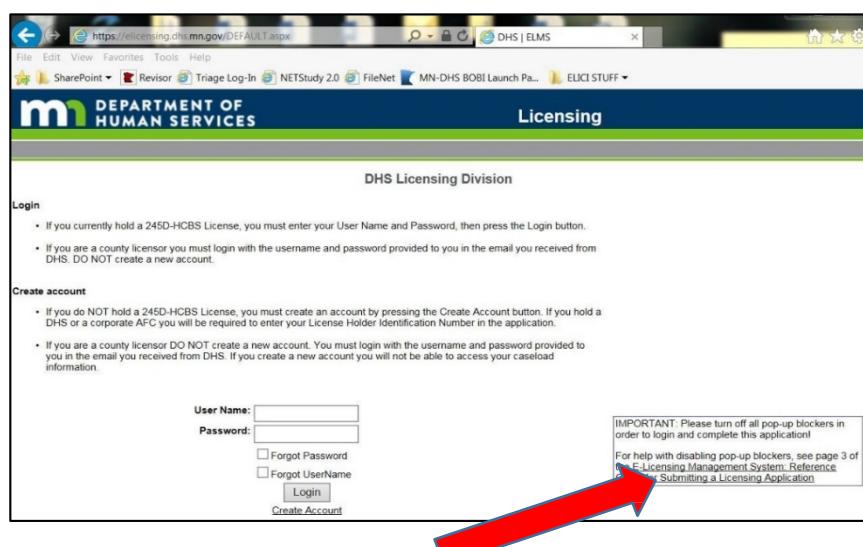
Please Note: Pop-up blockers must be turned off in order for ELMS and ELICI to work properly. Please disable the pop-up blockers before proceeding.

1. The process begins with ELMS. To access ELMS, a user must have received two emails from DHS. The emails to access ELMS should look like this prior to opening:



2. Access the ELMS site.

The first email will include a link to the ELMS homepage. It is important for users to save this website as a favorite, as this will be a frequently-used and important site. **Please note that pop-up blockers must be turned off in order to log-in.**



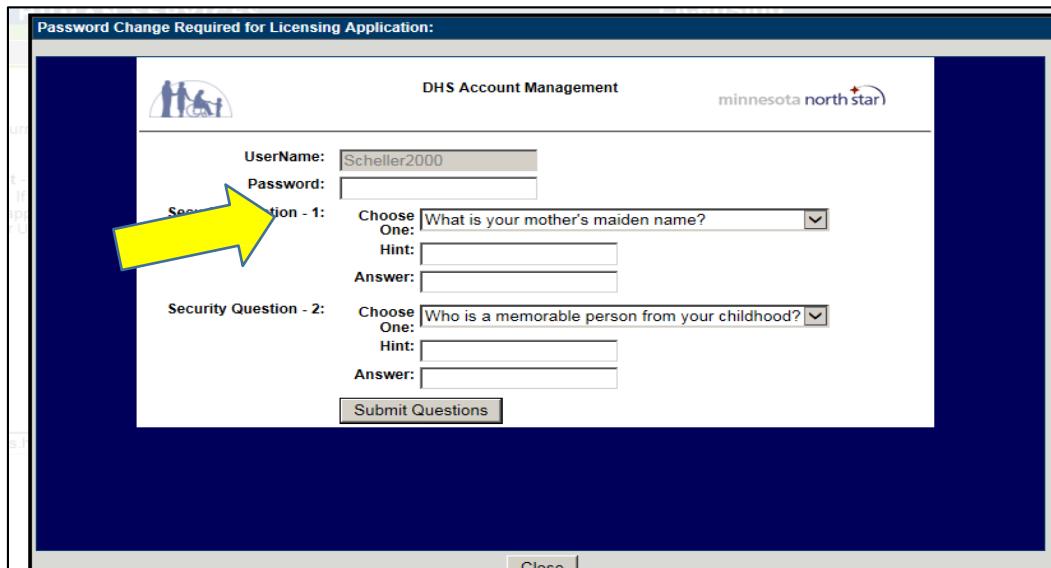
3. The user must follow the prompts, entering the User Name and Password, then clicking Login.



A screenshot of a login interface. It features two text input fields for 'User Name' and 'Password'. Below these are two links: 'Forgot Password' and 'Forgot UserName'. At the bottom right is a large, light gray 'Login' button. A red arrow points to the right of the 'Login' button. At the very bottom, there is a link 'Create Account'.

4. Upon logging in for the first time, the user's password must be changed.

Clicking the "Login" as instructed above, will log the user into ELMS and immediately launch a pop-up message, prompting the user to change the initial password. It is important that the steps are followed closely. The User Name will be auto-filled. The password will be system-assigned **password used to initially log in**.

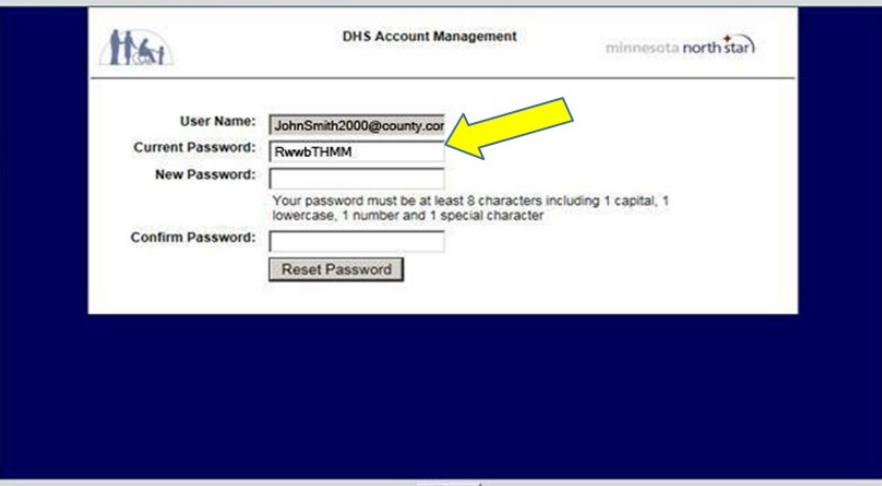


A screenshot of a 'Password Change Required for Licensing Application' pop-up window. The window title is 'Password Change Required for Licensing Application'. It contains a 'DHS Account Management' logo and the 'minnesota north star' logo. The form has fields for 'UserName' (auto-filled with 'Scheller2000') and 'Password'. Below these are two 'Security Question' sections. Each section has a dropdown menu for 'Choose', a dropdown for 'One', a 'Hint' input field, and an 'Answer' input field. A yellow arrow points to the 'Submit Questions' button at the bottom of the form. At the bottom right of the window is a 'Close' button.

The system has a variety of security question options. If the user becomes locked out, it will be important that the user is able to remember which security question was answered. The user should take careful note of which question is selected and enter a hint that is short and memorable. For example: If the user selects "What was the name of your first pet?" a suitable hint would be "first pet". The answer should be short and easy to remember.

Once the user has chosen a security questions and provided the answers, click "submit questions" box. The next screen will create a new password. **Please note** that directly below the log-in the user will again enter the system-assigned password.

>Password Change Required for Licensing Application:



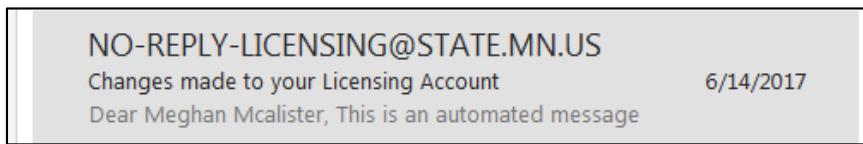
DHS Account Management

User Name: JohnSmith2000@county.cor
 Current Password: **RwwbTHMM** (arrow)
 New Password:
 Confirm Password:
 Reset Password

Your password must be at least 8 characters including 1 capital, 1 lowercase, 1 number and 1 special character

Close

5. Once the password is successfully changed, a system-generated email will confirm the password change. This email can be deleted. It will look like this:



6. The caseload of providers assigned to the licensor will display.

DEPARTMENT OF HUMAN SERVICES

Licensing

Home Search Change Password Logout

DHS Licensing Division - Licensor

Logged in as: matthew.coe@state.mn.us

Licenses

Pick Criteria to Filter List

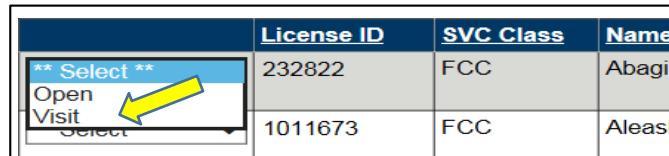
License ID: Name:
 License State: * Select *

Click [this link](#) to export to Excel

Set Page Size: ALL

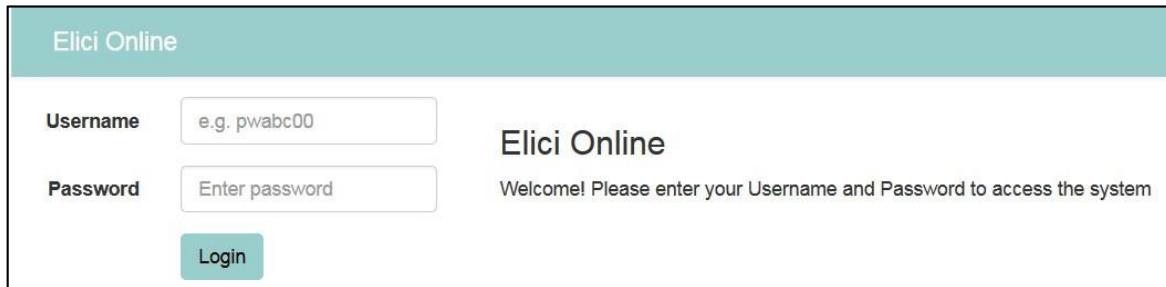
License ID	SVC Class	Name	Effective Date	Expiration Date	License State	Elig	License Variance
** Select **	FCC		07/01/2017	07/01/2019	In Good Standing	N	
** Select **	FCC		07/01/2017	07/01/2019	In Good Standing	N	

* Indicates required field



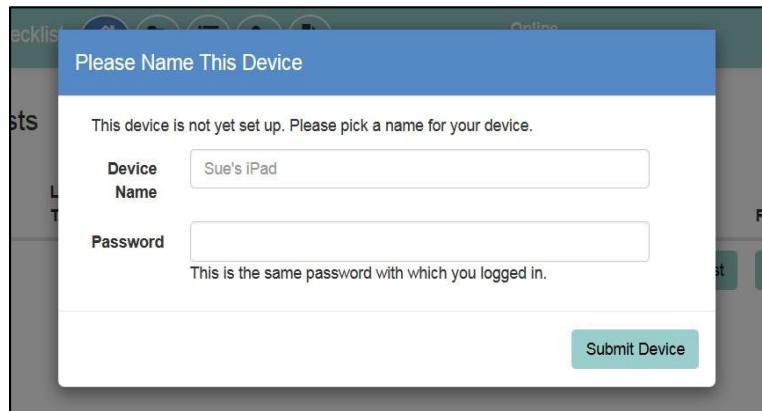
	License ID	SVC Class	Name
** Select **	232822	FCC	Abagi
Open	1011673	FCC	Aleash

8. The system will automatically open ELICI and display the log-in. Please note if an ELICI screen does not open, it is likely pop-up blockers will need to be disabled.
9. Enter the log-in information for ELICI. On the ELICI log-in screen, enter the same Username assigned to log into ELMS and the newly created password created in ELMS.



The image shows the 'Elici Online' login screen. At the top, it says 'Elici Online'. Below that, there are two input fields: 'Username' (with placeholder 'e.g. pwabc00') and 'Password' (with placeholder 'Enter password'). To the right of these fields is a message: 'Welcome! Please enter your Username and Password to access the system'. At the bottom is a blue 'Login' button.

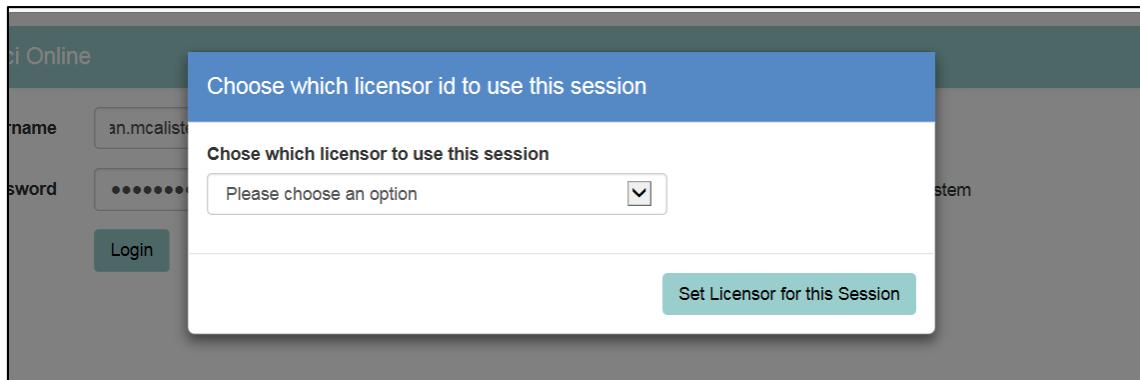
10. A pop-up window will then display. This will happen the first time a user logs-in, a new internet browser is used, a new device is used, and when browsing history is cleared. **It is unique to each device/browser.**



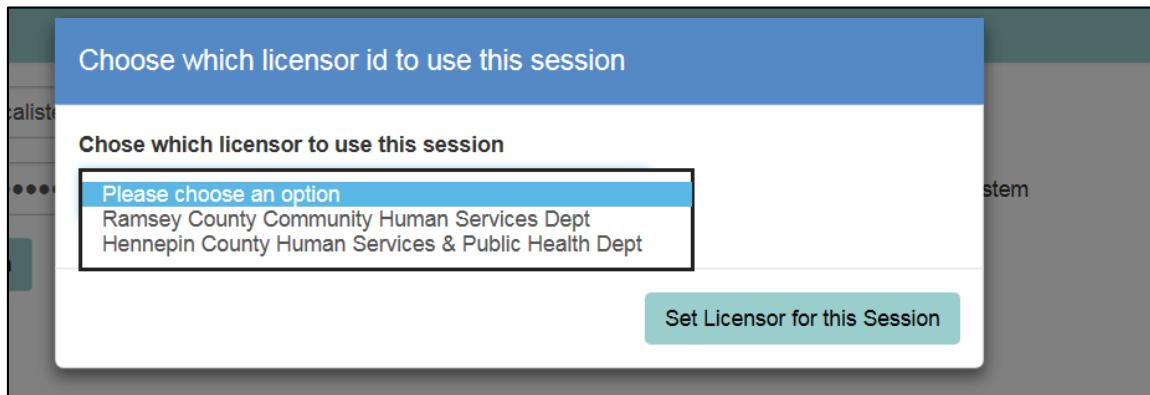
The image shows a 'Please Name This Device' pop-up window. The title bar says 'Please Name This Device'. The main message is 'This device is not yet set up. Please pick a name for your device.' Below this are two input fields: 'Device Name' (containing 'Sue's iPad') and 'Password' (containing 'This is the same password with which you logged in.'). At the bottom is a blue 'Submit Device' button.

ELICI Log In for Multi County Users:

When users have cases from multiple agencies assigned them, the following pop-up will display after logging into ELICI for the first time.



Then in the drop down choose the proper agency:



Helpful links:

ELMS: <https://elicensing.dhs.mn.gov/DEFAULT.aspx>

ELICI: <https://compliance.dhs.state.mn.us/login.html>

PIF: [Preliminary Information Form \(PIF\) eDoc #7779](#)

Contact for any issues for ELICI, ELMS, or for any changes needed to the user email address and/or licensor code: dhs.fclicensing@state.mn.us

Checklist Options

ELICI Icon Guide



-  Home. The main screen where the checklists are downloaded.
-  Provider profile screen. Information located on this screen includes: the license type, review type, exit interview results, visit date, and announced or unannounced visit type, Pre-Screen Questionnaire, and a place to enter notes about the provider.
-  Checklist. Directs the user to the checklist of items for review.
-  Staff table. The Non-Public Identifier Key is located here.
-  Correction order. Access to: Correction Orders, Technical Assistance (TA), and Fix-it Tickets (FIT). This icon leads to printing licensing documents and the How Corrected feature.
-  Private Notes. A general note about this visit or the program may be entered here. These are non-public notes that are specific to the checklist.
-  Widget. The widget contains five options. 1) Clear checklist data (this does nothing at this time); 2) ELICI Tech Info; 3) Preferences; 4) Publish visit; 5) Logout





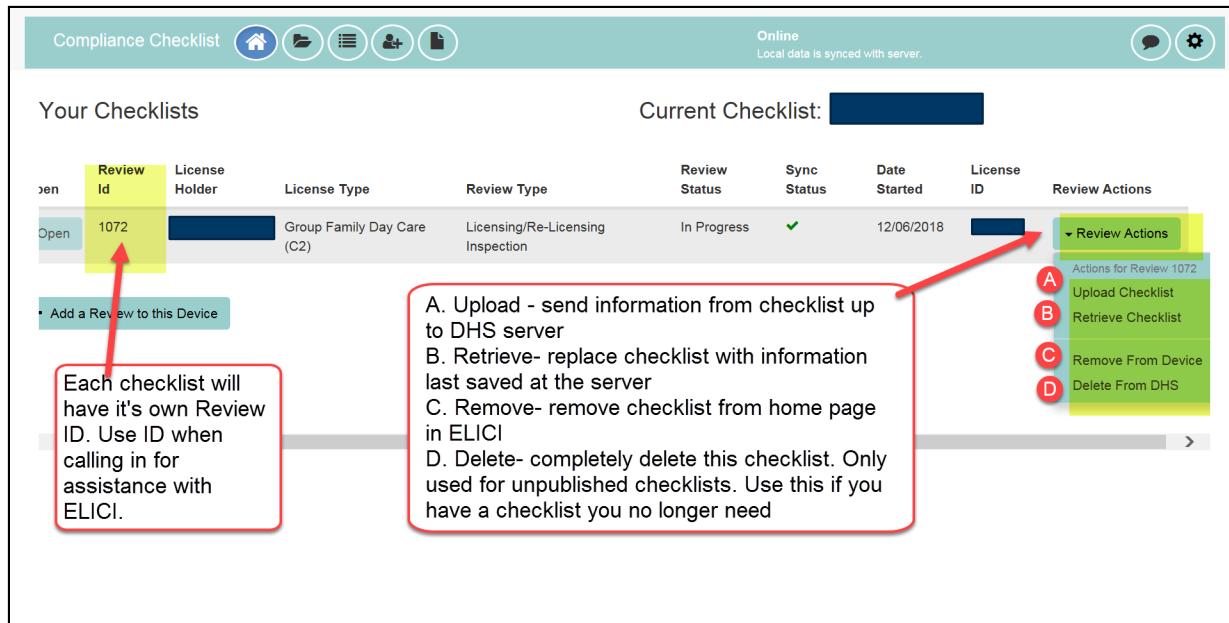
Print Icon. Print options include a blank checklist, provider checklist, or custom checklist by using filtered items.



Manage Correction Orders. Create multiple correction orders.

ELICI Home Screen

The Home screen provides important information. The grayed out line indicates the active checklist. Functions available on the Home screen include: upload, retrieve, remove from device and delete from DHS.



The screenshot shows the ELICI Home Screen. At the top, there are icons for Home, Checklist, License, Profile, and Help. The status bar indicates "Online" and "Local data is synced with server." Below this, the "Your Checklists" section displays a table with one row. The row for Review ID 1072 is highlighted with a yellow background. The table columns include: Open, Review ID (1072), License Holder, License Type (Group Family Day Care (C2)), Review Type (Licensing/Re-Licensing Inspection), Review Status (In Progress), Sync Status (green checkmark), Date Started (12/06/2018), License ID, and Review Actions. A red arrow points to the "Review Actions" button, which is highlighted in yellow. A red box encloses a list of actions: A. Upload - send information from checklist up to DHS server; B. Retrieve - replace checklist with information last saved at the server; C. Remove - remove checklist from home page in ELICI; D. Delete - completely delete this checklist. Only used for unpublished checklists. Use this if you have a checklist you no longer need. A callout box points to the "Review ID" column with the text: "Each checklist will have its own Review ID. Use ID when calling in for assistance with ELICI." A "Add a Review to this Device" button is also visible.

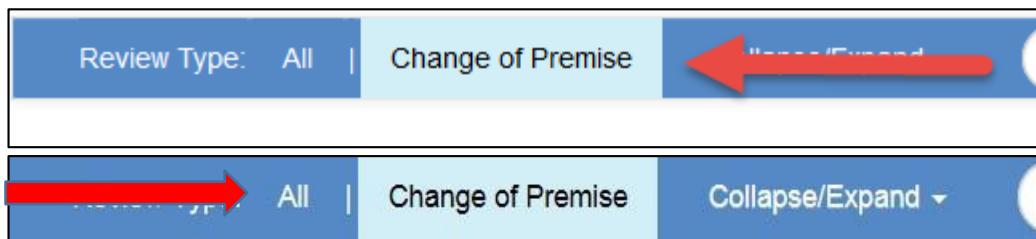
Checklist Navigation

1. Click the Checklist icon.



The screenshot shows the top navigation bar with the "Compliance Checklist" title and five icons. The fourth icon, a checklist with a downward arrow, is highlighted with a red arrow pointing to it.

2. The checklist will display the selected checklist type entered from the provider profile page. Users can toggle between the preselected checklist and All Items.



The screenshot shows two examples of the checklist type selection interface. The top example shows "Review Type: All" and "Change of Premise" with a "Collapse/Expand" button. A red arrow points to the "Collapse/Expand" button. The bottom example shows "Review Type: All" and "Change of Premise" with a "Collapse/Expand" dropdown menu. A red arrow points to the "All" button.

3. Clicking "Collapse/Expand" will show or hide all checklist items under the headings.



The screenshot shows the "Collapse/Expand" dropdown menu. It includes options "Collapse All Items" and "Expand All Items".

4. Checklist menu items can be assigned the following values: Met, Not Met, Not Reviewed, and Flagged.

Licensing Process	
- Application	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
- Licensing Study	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
- Applicant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
- Hazardous condition	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
- Correction of Hazardous Condition	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
- Fire Code Inspection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

5. The ELICI tool will keep a running tally of checked items with the exception of the Investigation review type.

3 of 148

6. Descriptions and rule citations display in the right pane.

46 of 164 Checklist Summary

0 of 6 Licensing Process

- Application	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
- Licensing Study	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
- Applicant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
- Hazardous condition	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
- Correction of Hazardous Condition	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
- Fire Code Inspection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Checklist / Licensing Process / Applicant

The applicant is the person seeking a license to be the primary provider of day care in the residence.

Ref. MN Rule/Statute 9502.0315. subpart 4

➤ Add/Edit Internal Use Only Notes
No comments have been added yet.

7. If an item is not applicable, mark the item as “Not Reviewed” on the checklist and then check the box in front of “Not Applicable” in the right pane.

- PV Wading Pools

- Trained Pool Attendant

Not Applicable

8. The “Add/Edit Non Public Checklist Notes” section is available to enter non-public notes about the visit. Clicking the arrow button collapses the note.

➤ Add/Edit Non Public Checklist Notes

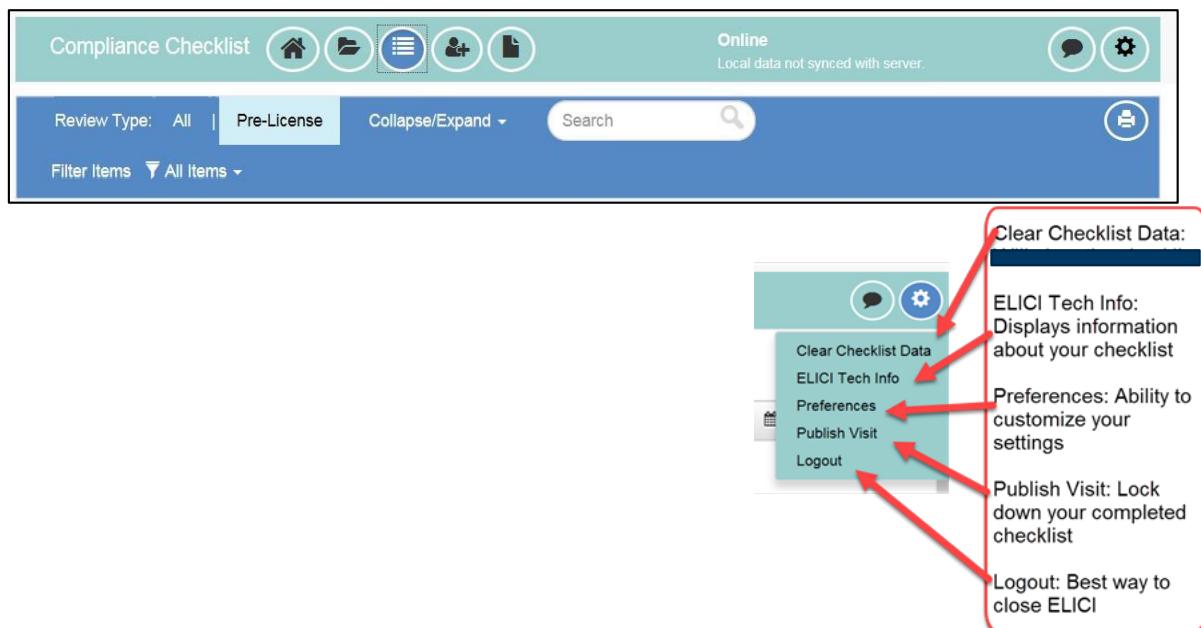
No notes have been added yet.

0 of 1000 characters

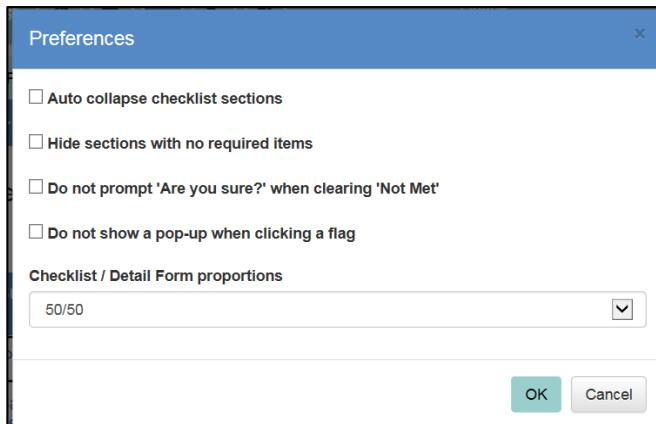
Update Notes

Customized Checklist

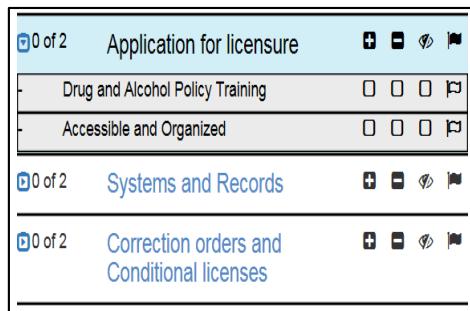
- Clicking the widget in the upper-right-hand corner will generate a drop-down menu.



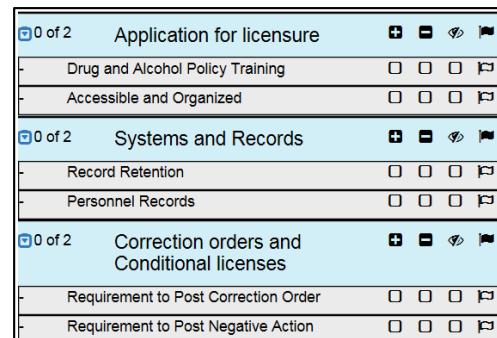
- Clicking "preferences" in the drop-down menu produces a pop-up box:



- Auto collapse checklist section checked



- vs. unchecked:



- b. Hide sections with no required items checked vs. unchecked:

<input checked="" type="checkbox"/> 6 of 10	Licensed Capacity, Ratios, and Age Distribution Restrictions
<input type="checkbox"/> 0 of 2	Admissions, Provider Records, Reporting
<input type="checkbox"/> 4 of 9	Activities and Equipment
<input type="checkbox"/> 0 of 31	Physical Environment

<input checked="" type="checkbox"/> 0 of 0	Agency Records
<input checked="" type="checkbox"/> 6 of 10	Licensed Capacity, Ratios, and Age Distribution Restrictions
<input type="checkbox"/> 0 of 0	Reporting to Agency
<input type="checkbox"/> 0 of 0	Behavior Guidance

- c. Selecting this:

Do not prompt 'Are you sure?' when clearing 'Not Met'

Will disable the pop-up affirmations received when selecting 'not met' on the checklist.

- d. Selecting this:

Do not show a pop-up when clicking a flag

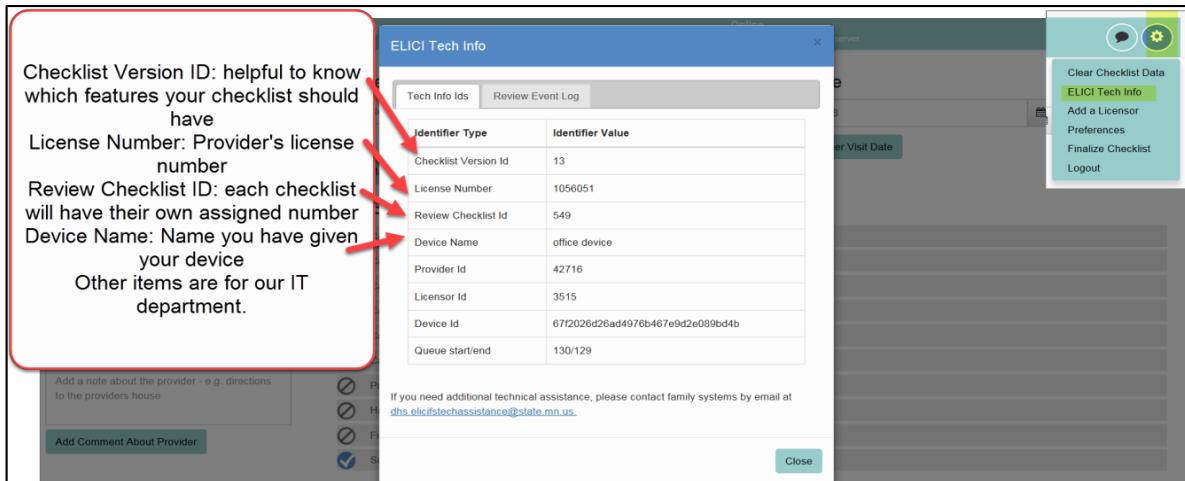
Will disable the pop-up note box when a flag is selected on the checklist. A note can still be added by using the note box on the right hand side of the screen.

- e. Checklist/Detail Form proportions: Select the proportion of the screen that will display the checklist (left side) vs. the help text/detailed information (right side).

33/67
42/58
50/50
58/42
67/33

3. **Clear Checklist Data** – is not working at this time.

4. ELICI Tech Info



Checklist Version ID: helpful to know which features your checklist should have

License Number: Provider's license number

Review Checklist ID: each checklist will have their own assigned number

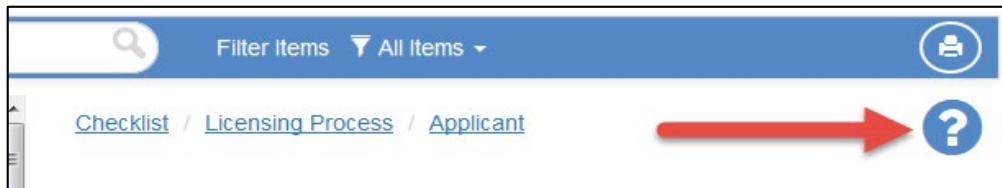
Device Name: Name you have given your device

Other items are for our IT department.

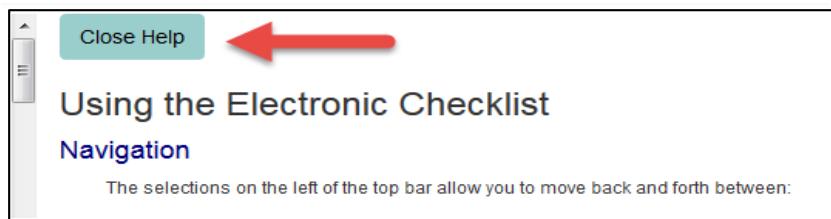
Identifier Type	Identifier Value
Checklist Version Id	13
License Number	1056051
Review Checklist Id	549
Device Name	office device
Provider Id	42716
Licensor Id	3515
Device Id	67f2026d26ad4976b467e9d2e089bd4b
Queue start/end	130/129

Help Text

1. Help text can be accessed by clicking the question mark button in the upper right corner of the right pane.



2. Click "Close Help" when help text is no longer needed.



Item Search Function

1. Access the search function by clicking the in the Search box.



2. Enter a search term. Clear search term when done by clicking the x.

Review Type: All | Change of Premise | Collapse/Expand | door X

Total Citations: 1

Unavailable

3 of 148 Checklist Summary

0 of 6 Activities and Equipment

0 of 41 General Activities

0 of 41 Physical Environment

- Outdoor Play Space Size
- Outdoor Play Space Proximity
- Outdoor Play Space - Supervision
- Outdoor Play Space - Enclosure
- Outdoor Play Space is Safe
- Occupancy Separation - Door Material
- Vertical Separation - Door Material
- Screens on Exterior Doors/Windows
- Indoor Air Temp
- Door Lock and Latch Safety

Using the Navigation
The selection...
• Setup option when citing
• Checklist selection
• Correction
On the right side to clear local
Filtering
Below the top items (Full), but because Investigation
The Checklist
(Click "Checklist" to see the full list of items)
Using the Checklist
Items are grouped by category: closed or closed and open (x of y + z). To

Checklist Filter Function

The checklist can be sorted and filtered. To filter click Filter By and select the category desired. To return to the entire checklist, select Filter By.

Category definitions:

Policy/Procedures – Provider's business policy, program processes, and items contained in their policy.

Program Practices – Practices the provider follows.

Client Records – Records related to the children and or parents/guardians in care.

Staff Records - Records related to caregivers such as training, logs, and annual inspections.

Observable - Items the licensor witnesses, can determine through conversation or documentation.

Compliance Checklist Home File List User Help

Online
Local data is synced with server.

Review Type: All | Licensing/Re-Licensing Inspection | Collapse/Expand | Search | Filter Items | All Items | User

7 of 240 Summary +/- Print Help

~Filter By~

- Policy/Procedures
- Program Practices
- Client Records
- Staff Records
- Observable

0 of 12 +/- Print Help

0 of 6 Behavior Guidance +/- Print Help

0 of 3 Admissions, Provider Records, Reporting +/- Print Help

0 of 11 Activities and Equipment +/- Print Help

Checklist / ?

Summary For: Checklist

Item Status	Amount
Met	0
Not Met	0
(Extra Not Met)	0

Items Not Reviewed

1. Determined 12 items met under Sanitation and health at visit.
2. Click on Sanitation and Health.

3. Set unfinished items all to not reviewed. 27 items were not reviewed.

4. 27 items are now set to not reviewed.
39 of 39 items complete.

Filtering a Checklist

1. Filter Items can narrow down the checklist to specific items that include All Items, Met, Unmet, Not Reviewed, Flagged, Unfinished, Private Comment, or any combination of those items. This may be helpful when doing an exit interview.

Filter Items ▾ All Items

All Items

Met

Unmet

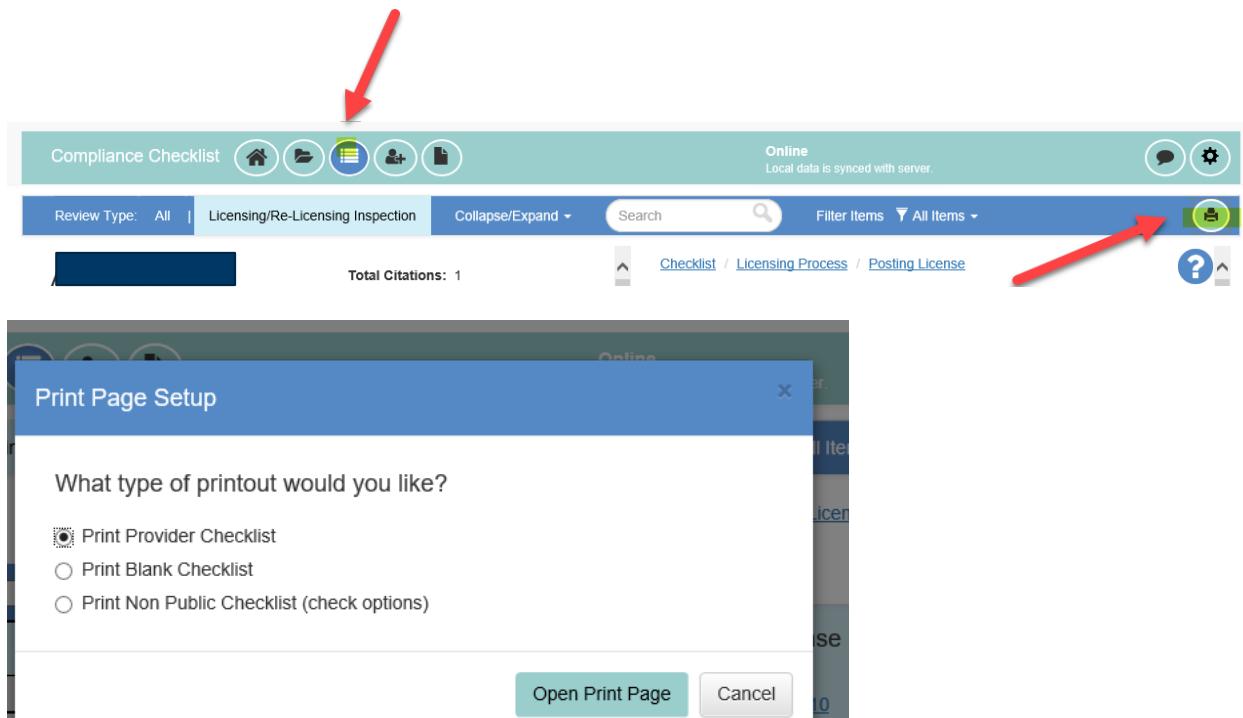
Not Reviewed

Flagged

Unfinished

Private Comment

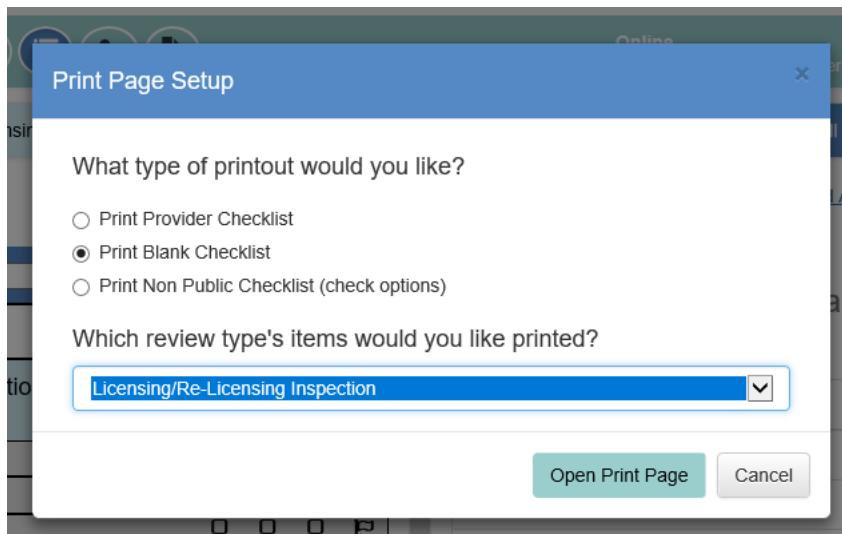
Printing a Checklist



Options to print include:

1. Print Provider Checklist- entire checklist with all review types listed.

2. Print Blank Checklist- select which checklist by review type.



3. Print Non-Public Checklist- print sorted items such as met items, flagged items, etc. Comments in the Add Private Note tab (found next to the widget) will print on last page.

Provider Profile Page

License Type / Review Type / Notes Regarding the Provider

License Type should reflect the current license type the provider has been issued. Pre-Licensing Visit: Select the license you will recommend.

License Type: Family (A)

Review Type: Licensing/Re-Licensing Inspection- Annual visit for renewing the license

Review Type: Off-Year Inspection- Annual visit-when the license is not renewed.

Review Type: Change of Premise Inspection-CO: When provider changes location but is operating before you get out to do your inspection.

Review Type: Change of Premise Inspection- Provider moves to new location but is not operating there yet.

Review Type: Pre-Licensing Visit- Use for child care applicant

Review Type: Investigation- Use to record a visit for a complaint or information received about a provider.

Review Type: Back Office- DO NOT USE AT THIS TIME

Review Type: Drop-In Inspection- Use when monitoring a conditional license, a correction order, or providing support to a provider.

Notes About the Provider: use backdoor

Comments about location or environment of home may be placed here. Any comments made here will be saved and you will see this on other checklists.

Review based on/ Announced Visit / Visit Date/ Activity Date

The Review Based On choice is either on-site visit where the licensor is physically at the program or off-site visit or not physically at the program. When selecting on-site visit, enter a visit date. When selecting off-site visit, enter an activity date. The activity date is the date the licensor engaged with the provider or is issuing the violation.

Choose announced or unannounced with the drop menu. All annual visits must be unannounced.

License Type: Group Family Day Care (C2)

Review based on: On-site visit

Visit Date: (Red arrow pointing to this field)

Announced Visit: Choose Announced Unannounced

Pre-Screen Questionnaire

The Pre-Screen Questionnaire offers the ability to select items not applicable to the program. This will remove the questions related to the topic from the checklist.

For example, the program does not have pets or a pool. Click on those two items and all related questions are now marked Not reviewed and Not Applicable on the checklist.

Pre-Screen Questionnaire

<input checked="" type="checkbox"/>	Cares for children requiring diapers
<input checked="" type="checkbox"/>	Cares for children who sleep in a non-rigid crib
<input checked="" type="checkbox"/>	Cares for children who sleep in a rigid crib
<input checked="" type="checkbox"/>	Cares for infants or newborns
<input checked="" type="checkbox"/>	Has pets 
<input checked="" type="checkbox"/>	Has liability insurance
<input checked="" type="checkbox"/>	Has a New Caregiver
<input checked="" type="checkbox"/>	Has a Pool 
<input checked="" type="checkbox"/>	Provides transportation
<input checked="" type="checkbox"/>	Has a deck
<input checked="" type="checkbox"/>	Firearms present
<input checked="" type="checkbox"/>	Registered to receive public funding

Exit Interview

Exit interviews are required during an annual visit and are expected to be completed no more than 7 days after the review occurred.

Enter the results as one of the following:

1. Offered- choose this option if the exit interview was given
2. Declined-choose this option if the provider declined the exit interview
3. Delayed- If the exit interview was delayed, an additional box will open and a note can be entered to record the reason

The screenshot shows two instances of the Compliance Checklist software interface. The top instance is labeled 'Online' and shows the 'Exit Interview' dropdown menu open, with options: Choose, Offered, Declined, and Delayed. The 'Delayed' option is highlighted with a yellow box and a red arrow points to it. The bottom instance is labeled 'Local data not synced with server' and shows the 'Exit Interview' dropdown menu with 'Delayed' selected. A yellow box highlights the 'Exit Interview Note' field, and a red arrow points to a tooltip that reads: 'Delayed: You can write a brief note about why exit interview was delayed.'

Private Notes

The screenshot shows the 'Non Public General Notes' dialog box overlaid on the Compliance Checklist interface. The dialog box has a red border and contains the text: 'Area to add brief or private notes or questions about the visit. Notes will be non-public and only be saved with the checklist you are on.' A red dashed arrow points from this text area to the 'Add Notes' input field in the dialog box.

Staff Table

ELICI creates a Non-Public Identifier Key to identify staff and client records reviewed. The information is created from the mini checklist entries.

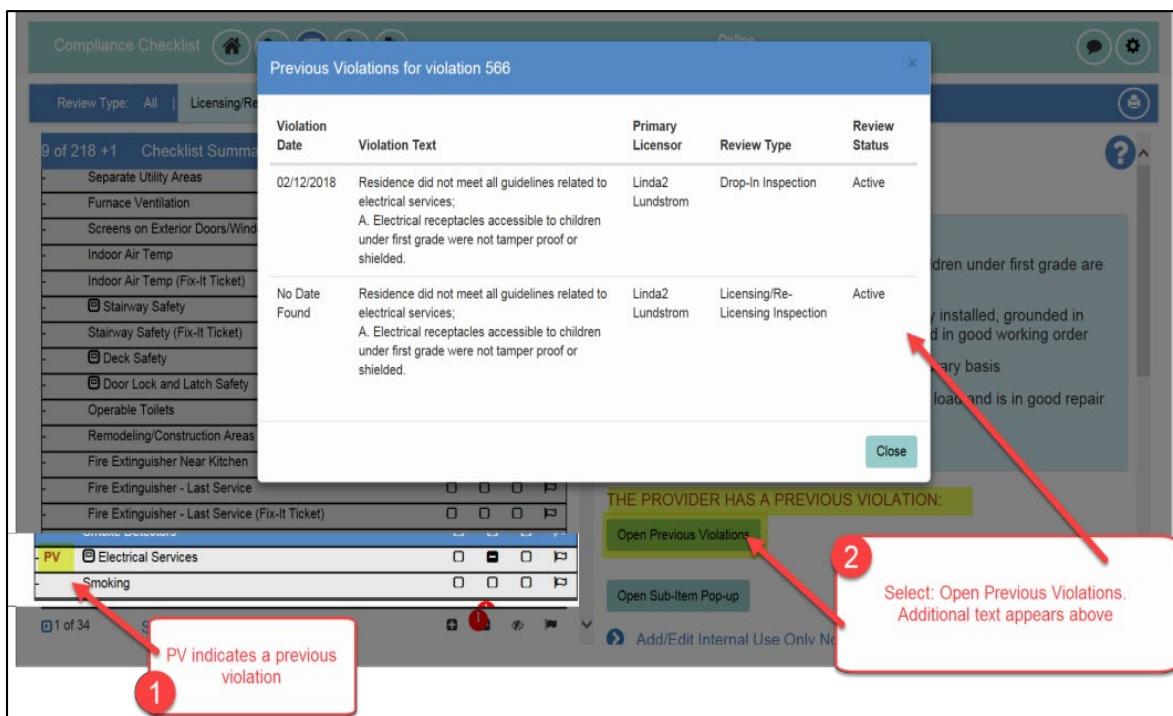


Non-Public Identifier Key

Public ID	Name
SP1	Dorothy
SP2	Stephanie
C1	Brandon
C2	Brooks
C3	Keisha

Previous Violations (PV)

ELICI records all previous violations that have been determined during an inspection visit by displaying **PV** in front of the regulation.



1. PV indicates a previous violation

2. Select: Open Previous Violations. Additional text appears above

THE PROVIDER HAS A PREVIOUS VIOLATION:
Open Previous Violations

Violation Date	Violation Text	Primary Licensor	Review Type	Review Status
02/12/2018	Residence did not meet all guidelines related to electrical services; A. Electrical receptacles accessible to children under first grade were not tamper proof or shielded.	Linda2 Lundstrom	Drop-In Inspection	Active
No Date Found	Residence did not meet all guidelines related to electrical services; A. Electrical receptacles accessible to children under first grade were not tamper proof or shielded.	Linda2 Lundstrom	Licensing/Re-Licensing Inspection	Active

ELICI will disclose if a violation is not eligible for a Fix-it Ticket.

Example: The provider is missing one item from the first aid kit during an annual visit.

Compliance Checklist

Review Type: All | Licensing/Re-Licensing Inspection

Online Current Review is Locked

9 of 218 +1 Checklist

Cite licensing violation here.

Ref. MN Rule/Statute 9502.0435, subpart 7

ELICI knows item is not eligible for a Fix-It Ticket

This Item is a Fixit Ticket
Ineligible due to previous violation or current review type

INSTRUCTIONS

During a licensing/relicensing/off-year inspection, issue a Fix-It Ticket if one item from the list of required items is missing from the first aid kit and the license holder was not issued a CO or a Fix-It Ticket for this violation at the previous licensing/relicensing/off-year inspection.

THE PROVIDER HAS A PREVIOUS VIOLATION:

Open Previous Violations

Add/Edit Internal Use Only Notes
No comments have been added yet.

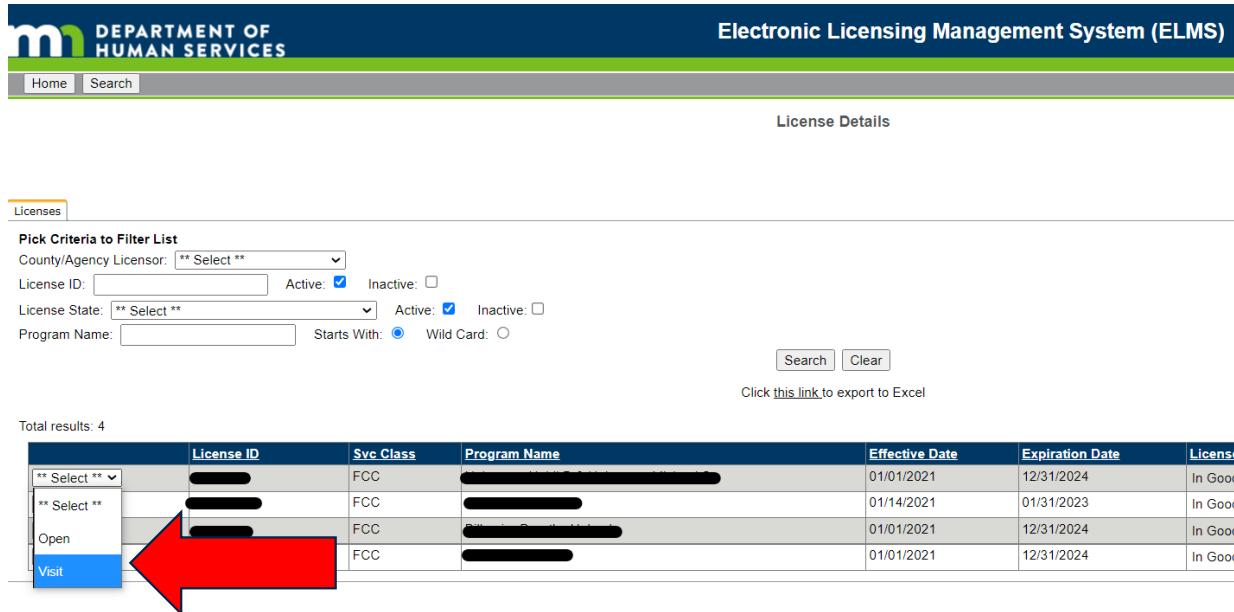
1	No Dirt/Rubbish or Fly Traps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Pest Control via Use of Pesticides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Indoor Garbage or Rubbish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Toxic Substances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Firearms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Hazardous Activity Materials are Out of Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Use of Hazardous Activity Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	First-Aid Kit Contains Required Items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PV	First-Aid Kit Contains Required Items (Fix-It Ticket)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	First Aid Kit Available on Field-Trips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	First Aid Kit Portable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Emergency Preparedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Emergency Evacuation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Fire Escape Plan Includes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Fire and Storm Drill Log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Creating a New Checklist

Creating a New Checklist on a Device

 **Note: Internet access is required to complete this step.**

1. Log into ELMS and select visit for the desired provider.



DEPARTMENT OF HUMAN SERVICES

Electronic Licensing Management System (ELMS)

License Details

Home Search

Licenses

Pick Criteria to Filter List

County/Agency Licensor: Active: Inactive:

License ID: Active: Inactive:

License State: Active: Inactive:

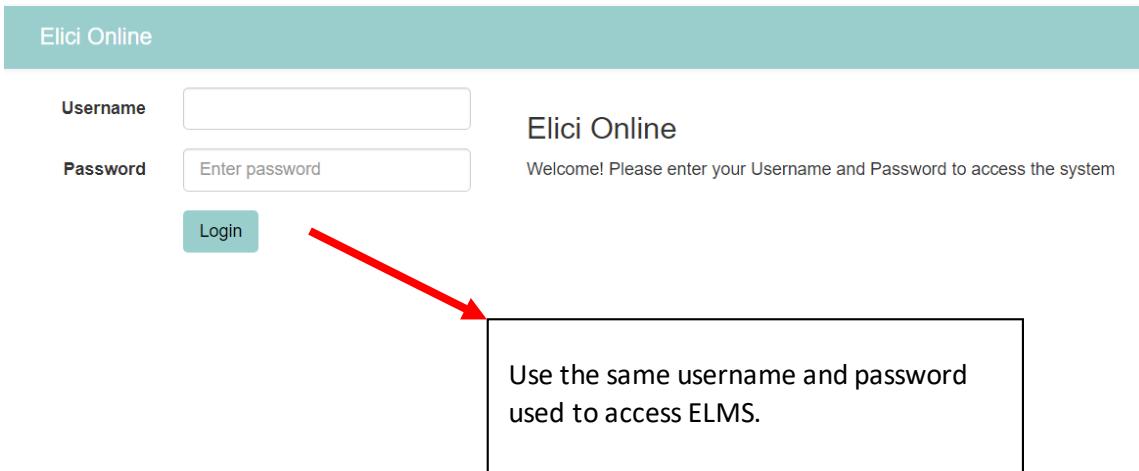
Program Name: Starts With: Wild Card:

Click [this link](#) to export to Excel

Total results: 4

	License ID	Svc Class	Program Name	Effective Date	Expiration Date	License
<input type="button" value="** Select **"/>	[REDACTED]	FCC	[REDACTED]	01/01/2021	12/31/2024	In Good
<input type="button" value="** Select **"/>	[REDACTED]	FCC	[REDACTED]	01/14/2021	01/31/2023	In Good
<input type="button" value="Open"/>	[REDACTED]	FCC	[REDACTED]	01/01/2021	12/31/2024	In Good
<input type="button" value="Visit"/>	[REDACTED]	FCC	[REDACTED]	01/01/2021	12/31/2024	In Good

2. The ELICL Log-In screen will automatically open for access. If ELICL does not automatically open, it is likely a pop-up blocker needs to be disabled.



Elici Online

Username

Password

Elici Online

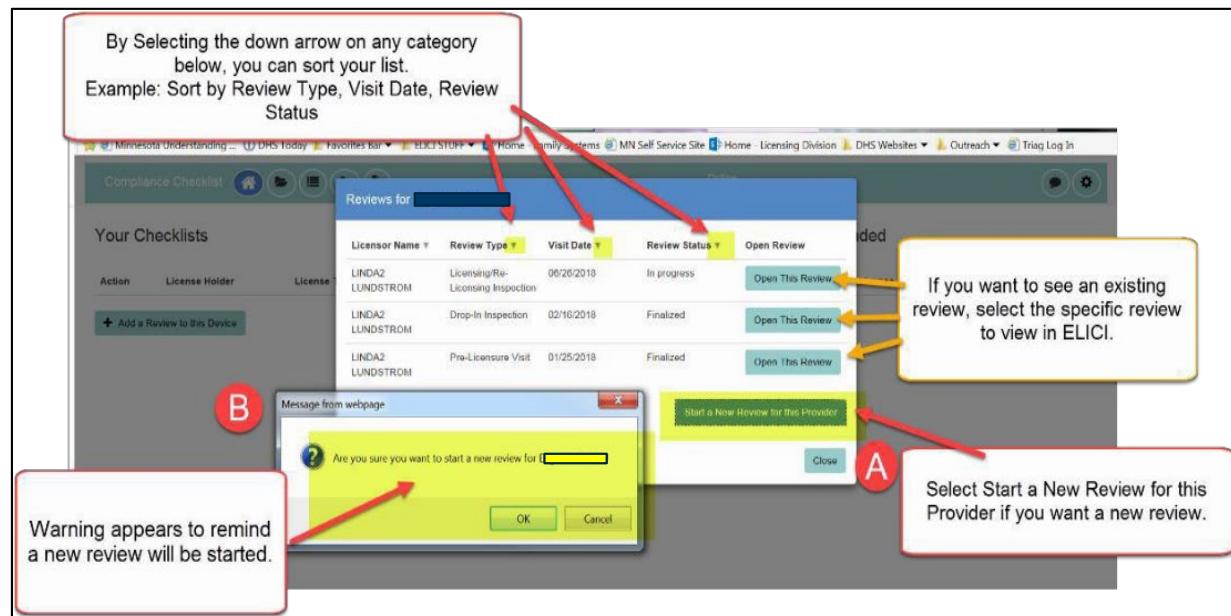
Welcome! Please enter your Username and Password to access the system

Use the same username and password used to access ELMS.

3. All reviews conducted for this provider will be listed.

A. Select Start a New Checklist for this Provider.

B. A box will appear asking to start a new review.



4. The new review will open directly to the provider profile screen in ELICI.

The screenshot shows the provider profile screen in ELICI. It includes fields for "License Type" (Family (A)), "Review Type" (Licensing/Re-Licensing Inspection), "Review based on" (On-site visit), "Visit Date" (dropdown), "Add Another Visit Date" (button), "Pre-Screen Questionnaire" (checkboxes: Cares for children requiring diapers, Cares for children who sleep in a non-rigid crib, Cares for children who sleep in a rigid crib, Cares for infants or newborns, Cares for infants or toddlers, Cares for toddlers, Provides transportation, Has a deck, Firearms present, Solid fuel or kerosene heaters are used), and "Notes About the Provider" (text area: "Add a note about the provider - e.g. directions to the provider's home").

5. Repeat from step 1 for each new/additional provider checklists.

 Please note:

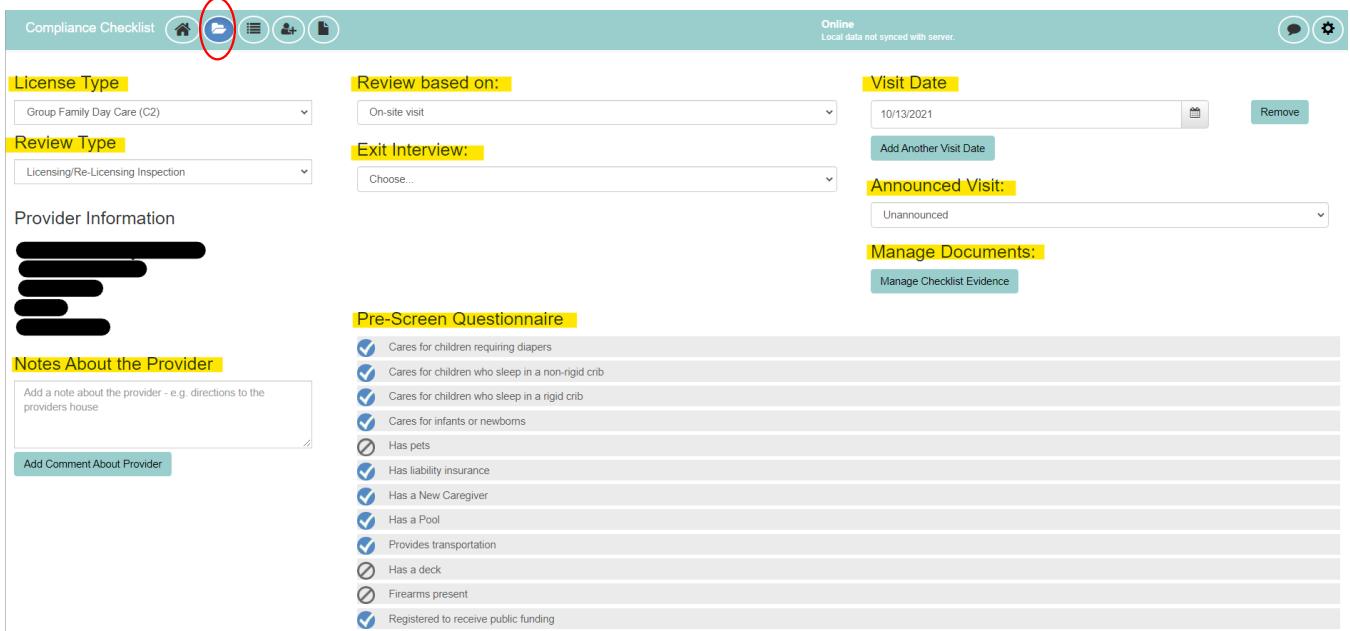
- After the initial process of bringing a provider over from ELMS to ELICI, the user can log directly into ELICI to process those checklists.
- ELMS only needs to be accessed when a new checklist is needed for a new/different provider.
- Each checklist is assigned a unique review ID number.

Adding the New Checklist to a Second Device

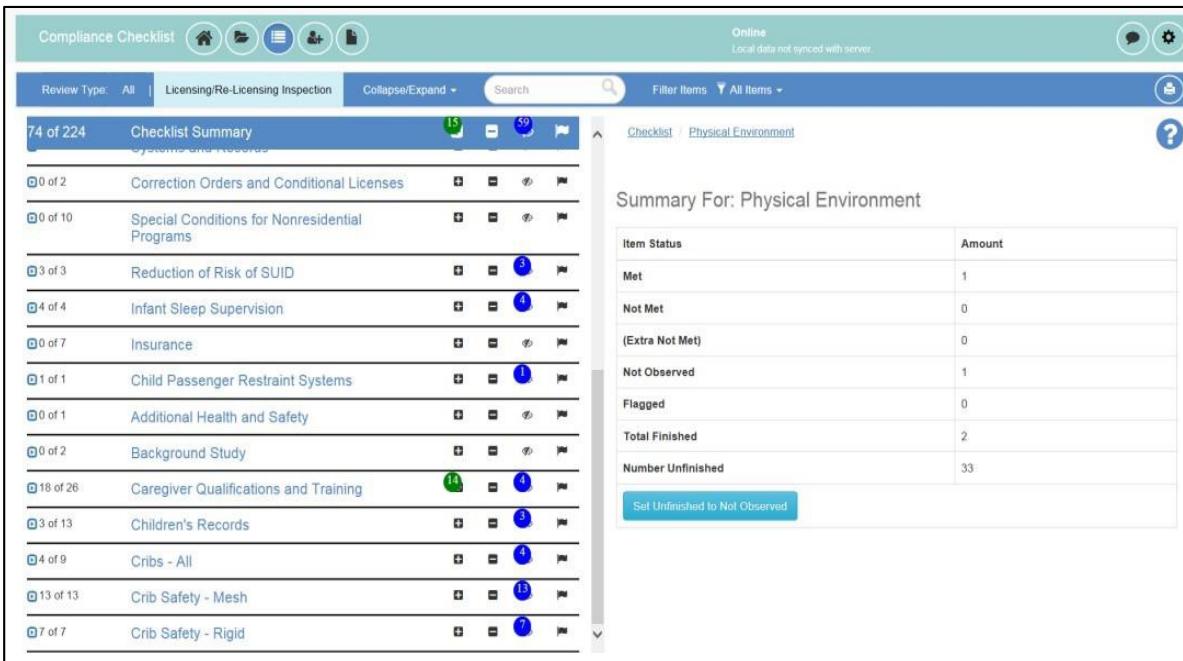
 **Note: Internet access is required to complete this step.**

1. Update the review in ELICL on the first device. (Most commonly the office device.)

Provider Profile Page – Fill out all relevant information and complete the Pre-Screen Questionnaire.



2. Update checklist with any verified items (training verification provider submitted prior to the visit).



4. Go to the Home page: Upload checklist to the DHS server.

Compliance Checklist

Online
Local data is synced with server.

Your Checklists

Current Checklist: [REDACTED]

Open	Review Id	License Holder	License Type	Review Type	Review Status	Sync Status	Date Started	License ID	Review Actions
Open	5911	[REDACTED]	Group Family Day Care (C2)	Licensing/Re-Licensing Inspection	In Progress	✓	[REDACTED]	[REDACTED]	<div style="border: 1px solid #ccc; padding: 2px;">Review Actions</div> <div style="background-color: #0070C0; color: white; padding: 2px;">Actions for Review 591</div> <div style="background-color: #00A0A0; color: white; padding: 2px;">Upload Checklist</div> <div style="background-color: #00A0A0; color: white; padding: 2px;">Retrieve Checklist</div> <div style="background-color: #00A0A0; color: white; padding: 2px;">Remove From Dev</div> <div style="background-color: #00A0A0; color: white; padding: 2px;">Delete From DHS</div>

+ Add a Review to this Device

5. Log out of the first device (most commonly the office device).

Compliance Checklist

Online
Local data is synced with server.

Your Checklists

Current Checklist: [REDACTED]

Action	License Holder	License Type	Review Type	Review Status	Sync Status	Date Started	License ID	Upload
Open	[REDACTED]	Family Child Care	Licensing/Re-Licensing Inspection	In Progress	✓	06/19/2018	[REDACTED]	Upload Checklist
Open	[REDACTED]	Family Child Care	Licensing/Re-Licensing Inspection	In Progress	✓	06/20/2018	[REDACTED]	Upload Checklist

+ Add a Review to this Device

6. Log directly into ELICI from the device that will be used in the provider's home. Do NOT go to ELMS.

← → ⌂ compliance.dhs.state.mn.us/login.html

Elici Online

Username

Password Enter password

Login

Elici Online

Welcome! Please enter your Username and Password to access the system

Use the same username and password used to access ELMS.

7. Select: Add a Review to this Device.

Compliance Checklist

Your Checklists

Open Review Id License Holder License Type Review Type

+ Add a Review to this Device

8. Select the provider and then Open This Review.

Sort any or these areas by selecting the down arrow.
Example: Sort by Provider Name, Review Type, Visit Date, Review Status

Choose an Existing Review

Provider Name	Review Type	Visit Date	Review Status	Open Review
Licensing/Re-Licensing Inspection	06/25/2018	Complete	<button>Open This Review</button>	
Pre-Licensure Visit	12/07/2017	Finalized	<button>Open This Review</button>	
Licensing/Re-Licensing Inspection	01/17/2018	Finalized	<button>Open This Review</button>	
Licensing/Re-Licensing Inspection	03/16/2018	Finalized	<button>Open This Review</button>	
Licensing/Re-Licensing Inspection	No visit date listed	Finalized	<button>Open This Review</button>	

9. A message will display confirming the checklist successfully retrieved and the review will be located on the device at the bottom of the Home screen.

Compliance Checklist

Your Checklists

Open Review Id License Holder License Type Review Type

Open 6146 [REDACTED] Group Chatfield

Open 6195 [REDACTED] Group Family Day Care (C2) Licensing/Re-Licensing Inspection In Progress ✓

Open 6205 [REDACTED] Group Family Day Care (C2) Investigation In Progress ✓

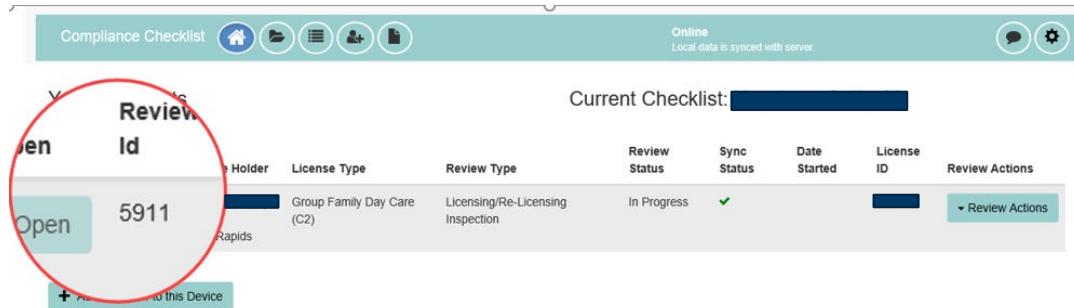
Open 4587 [REDACTED] Group Family Day Care (C2) Pre-Licensing Visit Complete 🔒

Retrieve Checklist Successful

This review's data was successfully downloaded from the server.

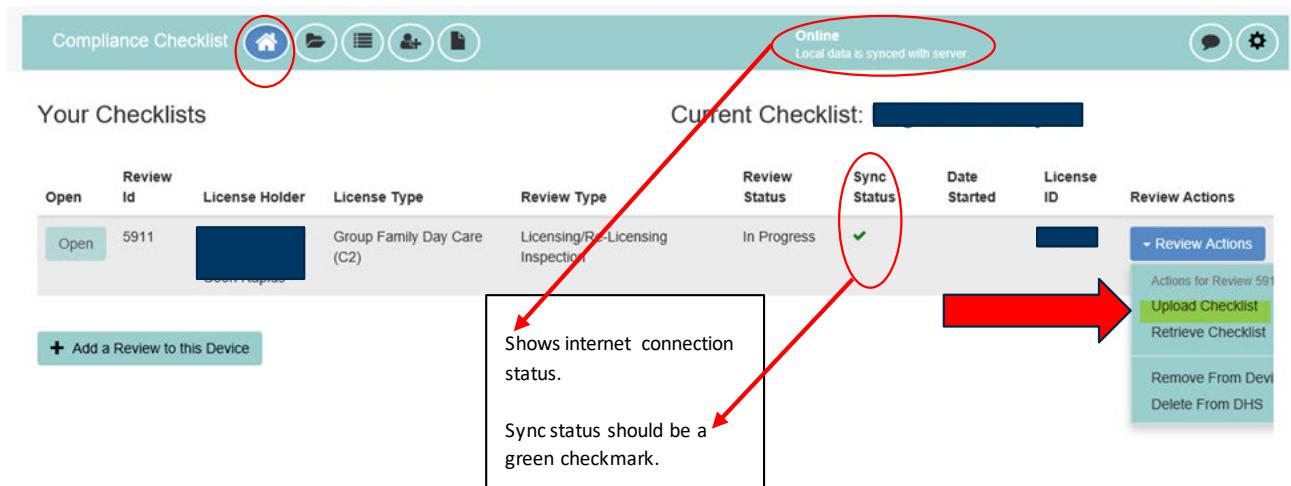
Close

10. The second device is ready to take out into the field. The review ID number will be the same on both devices.



Using Multiple Devices

It is **VERY** important to upload the checklist. The Upload Checklist function is on the Home page in ELICI. An internet connection is required for the upload to be successful. Uploading the checklist sends the checklist from the device to the DHS server to be saved.



When returning from the provider's program **and connected to the internet**, upload the checklist on the device used in the program.

To finish the review on the office computer:

1. Establish an internet connection on both devices
2. Upload the checklist on the device used in the provider's home



Compliance Checklist     

Online
Local data is synced with server.

Your Checklists Current Checklist: [Redacted]

Open	Review Id	License Holder	License Type	Review Type	Review Status	Sync Status	Date Started	License ID	Review Actions
Open	5911	[Redacted]	Group Family Day Care (C2)	Licensing/Re-Licensing Inspection	In Progress		[Redacted]	[Redacted]	 Review Actions Actions for Review 5911 Upload Checklist Retrieve Checklist Remove From Device Delete From DHS

+ Add a Review to this Device

3. Log-into ELICi using the office computer and go to the Home page



<compliance.dhs.state.mn.us/login.html>

Elici Online

Welcome! Please enter your Username and Password to access the system

Username

Password Enter password

Login

4. Find and select the provider's checklist
 5. Ensure a match of the review ID for that provider

Compliance Checklist     

Online
Local data is synced with server.

Your Checklists Current Checklist: [Redacted]

Open	Review Id	License Holder	License Type	Review Type	Review Status	Sync Status	Date Started	License ID	Review Actions
Open	5911	[Redacted]	Group Family Day Care (C2)	Licensing/Re-Licensing Inspection	In Progress		[Redacted]	[Redacted]	 Review Actions

+ Add a Review to this Device

6. Use the dropdown menu on the right hand side and select Retrieve Checklist. Once Retrieve Checklist is selected, ELICi tells the device to go to the server for the most recent version of the checklist and brings it back to the computer/device currently in use.

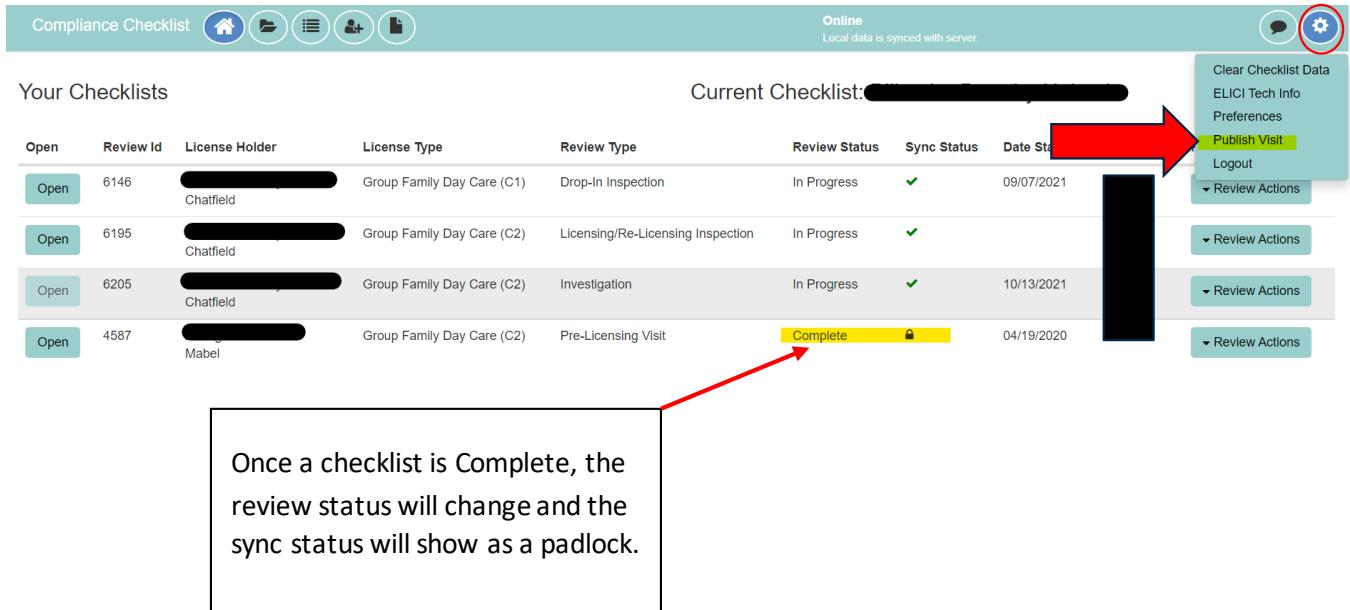
Open	Review Id	License Holder	License Type	Review Type	Review Status	Sync Status	Date Started	License ID	Review Actions
Open	3702	[Redacted]	Group Family Day Care (C2)	Drop-In Inspection	Published		08/28/2019	[Redacted]	 Review Actions
Open	3707	[Redacted]	Group Family Day Care (C2)	Licensing/Re-Licensing Inspection	In Progress		[Redacted]	[Redacted]	 Review Actions
Open	3723	[Redacted]	Group Family Day Care (C2)	Licensing/Re-Licensing Inspection	In Progress		09/05/2019	[Redacted]	 Review Actions

+ Add a Review to this Device

Actions for Review 3723
Upload Checklist
Retrieve Checklist

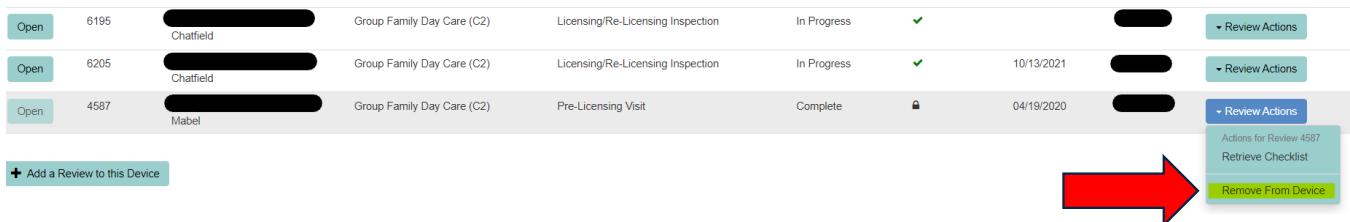
Remove From Device
Delete From DHS

7. Complete the checklist. Print or issue the appropriate post-review letter including a no-violation letter, Correction Order, Technical Assistance, or Fix-it Ticket. Upload the checklist one last time and publish the visit. Once the checklist is published, it will lock down and cannot be changed. **If a checklist is published without uploading it, the entire checklist will be lost.** To publish a checklist, select the widget in the upper right hand corner and in the drop-down menu, select Publish Visit.



The screenshot shows the 'Compliance Checklist' interface. At the top, there are navigation icons and a status bar indicating 'Online' and 'Local data is synced with server'. On the left, a sidebar titled 'Your Checklists' lists four reviews with columns for 'Open', 'Review Id', 'License Holder', 'License Type', 'Review Type', 'Review Status', 'Sync Status', and 'Date Started'. The fourth review, for 'Review Id 4587' and 'License Holder Mabel', has a 'Review Status' of 'Complete' and a 'Sync Status' with a lock icon. To the right of the list is a vertical context menu with options: 'Clear Checklist Data', 'ELICI Tech Info', 'Preferences', 'Publish Visit' (which is highlighted in yellow), 'Logout', and 'Review Actions' (with three sub-options: 'Review Actions', 'Review Actions', and 'Review Actions'). A red arrow points from the 'Publish Visit' menu item to the 'Complete' status in the review list. A callout box with a red arrow points to the 'Complete' status in the review list, stating: 'Once a checklist is Complete, the review status will change and the sync status will show as a padlock.'

8. Remove the checklist from the device using the drop-down menu.

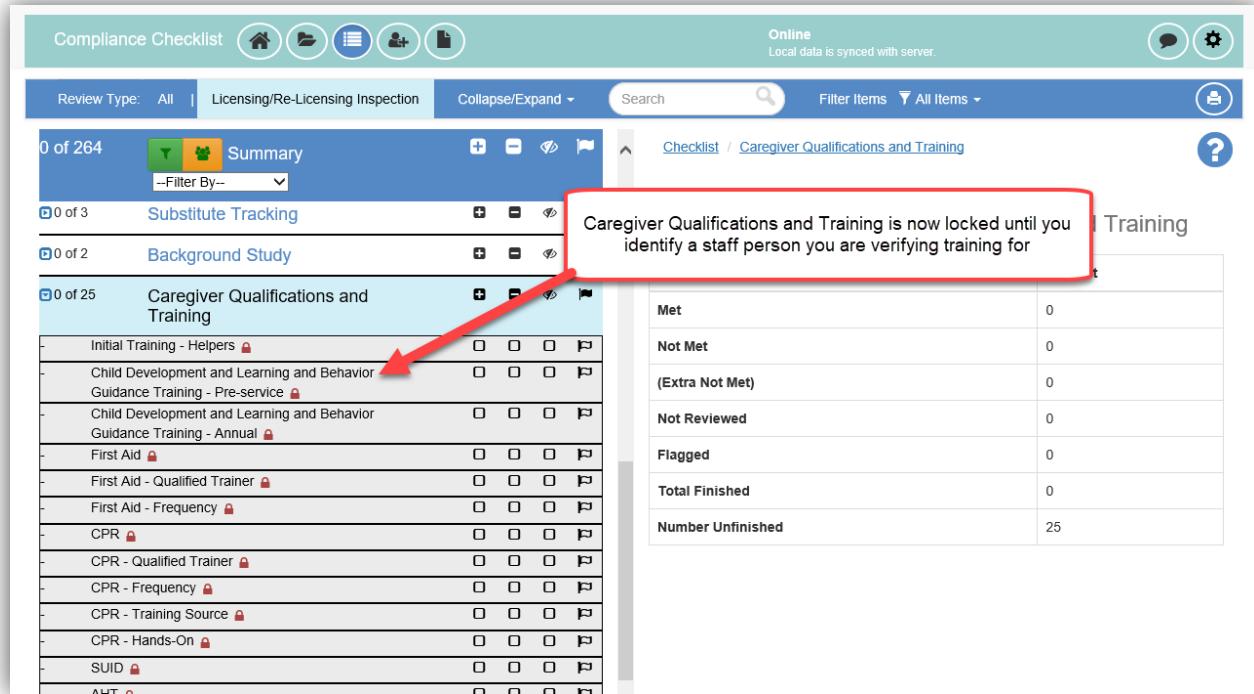


The screenshot shows the 'Compliance Checklist' interface with the same layout as the previous screenshot. The fourth review for 'Review Id 4587' and 'License Holder Mabel' now has a 'Sync Status' with a lock icon and a 'Review Status' of 'Complete'. A context menu is open on the right, with a red arrow pointing to the 'Actions for Review 4587' option. A sub-menu is open under this option, showing 'Retrieve Checklist' and 'Remove From Device' (which is highlighted in yellow). A red arrow points from the 'Remove From Device' menu item to the 'Complete' status in the review list.

Role Assignments in ELICI -Creating a Mini Checklist for Staff Person

The Role Assignments function in ELICI creates a mini checklist for each staff person. This allows users to determine individual staff (caregiver) compliance in the categories of System and Records and Caregiver Qualifications and Training.

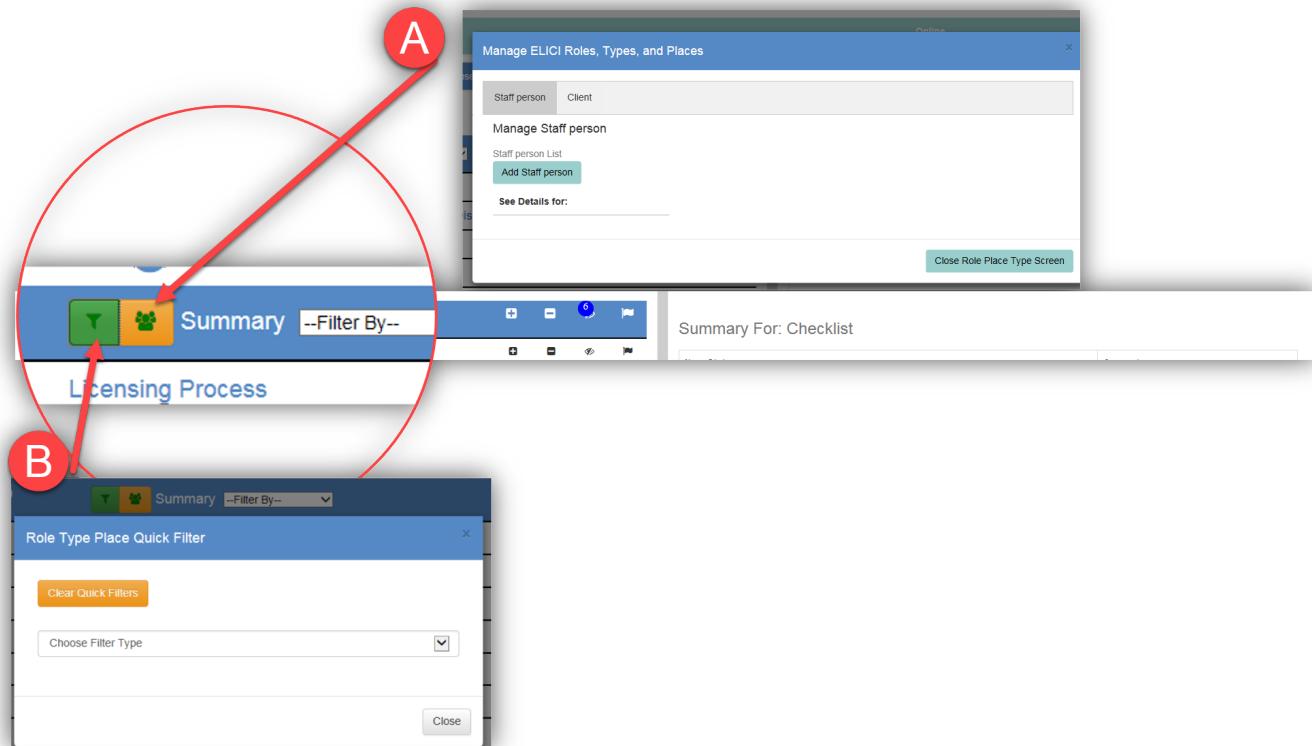
Staff person refers to any caregiver in the program.



The screenshot shows the ELICI Compliance Checklist interface. The top navigation bar includes 'Compliance Checklist' with icons for Home, File, List, Staff, and Checklist, and status indicators for 'Online' and 'Local data is synced with server'. The main area shows a list of review types: '0 of 264' for 'Summary', '0 of 3' for 'Substitute Tracking', '0 of 2' for 'Background Study', and '0 of 25' for 'Caregiver Qualifications and Training'. A red arrow points to the 'Child Development and Learning and Behavior' item in the 'Caregiver Qualifications and Training' list. A red box highlights a tooltip message: 'Caregiver Qualifications and Training is now locked until you identify a staff person you are verifying training for'. The right side of the interface displays a table of training status counts:

Category	Count
Met	0
Not Met	0
(Extra Not Met)	0
Not Reviewed	0
Flagged	0
Total Finished	0
Number Unfinished	25

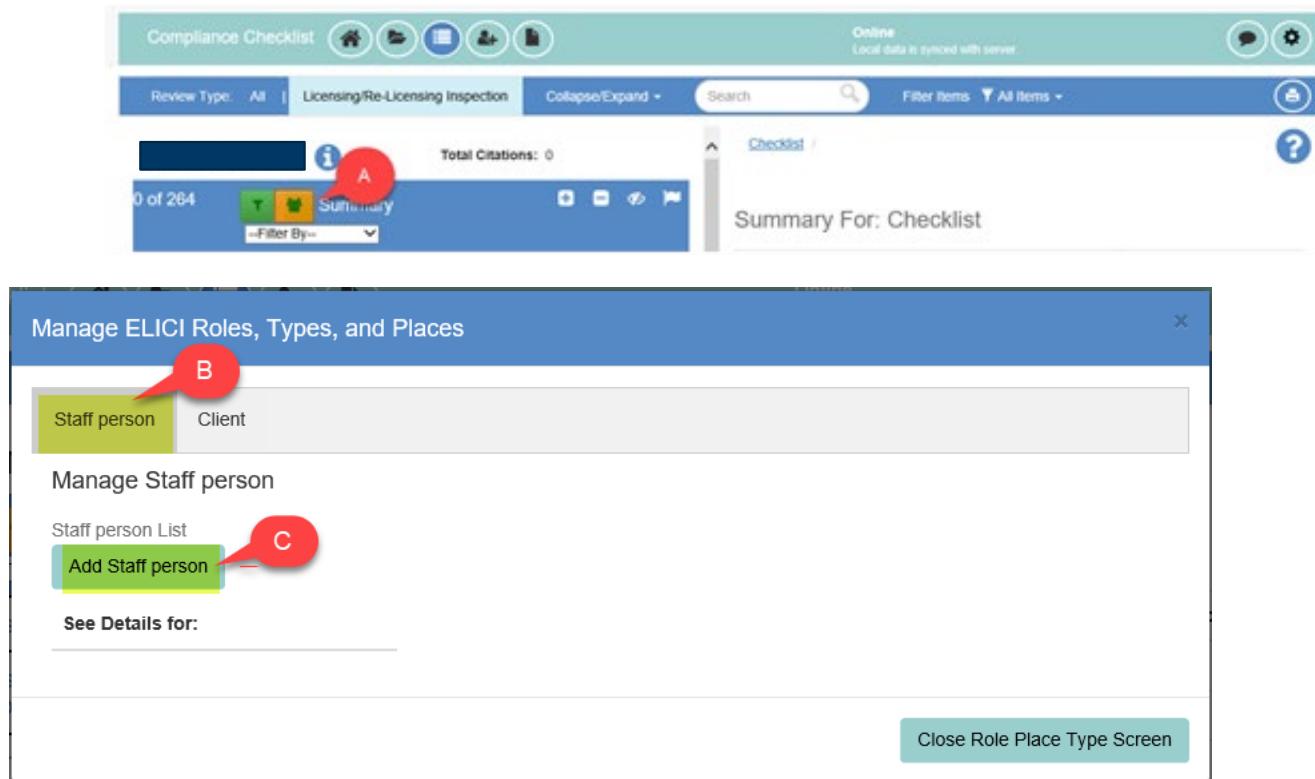
- A. **Manage Role Place Type Information**- This is the field for staff person names
B. **Role Type Place Quick Filter** – This filter allows the user to select the staff person to be reviewed



Follow the instructions below to start the process of producing a mini checklist. Repeat the process for each caregiver in the program.

Steps to enter in a staff person's name

- A. Go to Manage Role Place Type Information (orange box)
- B. Select Staff Person
- C. Select Add Staff Person
- D. Add Name
- E. Save Name of Caregiver (Repeat from Step B for each caregiver)
- F. Close Role Place Type Screen



Compliance Checklist

Online
Local data is synced with server

Review Type: All | Licensing/Re-Licensing Inspection | Collapse/Expand | Search | Filter Items | All Items | [Help](#)

Total Citations: 0

Checklist /

Summary For: Checklist

0 of 264

Summary

Filter By...

Manage ELICI Roles, Types, and Places

Manage Staff person

Staff person List

Add Staff person

See Details for:

Close Role Place Type Screen

Manage ELIC Roles, Types, and Places

Staff person
Client

Manage Staff person

Staff person List
Details for Enter name of caregiver here
Remove Enter name of caregiver here

Add Staff person
D

See Details for:

(Enter name of caregiver here
Unsaved Changes

Enter the applicable dates for that staff person for each item. It is helpful to understand when these events occurred when looking at the checklist.

Listing the staff's role in the program is helpful to list in the private note.

Private Name	Enter name of caregiver here
Date of More Time Needed Notice	(calendar icon)
Date of Clearance or Set aside Notice	07/28/2020 (calendar icon)
Date hired	08/05/2020 (calendar icon)
Date of first direct contact	08/05/2020 (calendar icon)
Private Note	second adult caregiver <small>23 of 4000 characters</small>
Complete?	Enter name of caregiver here's mini-checklist is: <input type="checkbox"/> Not Complete
Unsaved Changes	Save Enter name of caregiver here

E
F
Close Role Place Type Screen



Note: ELIC will create the Non-Public Identifier Key after each entry created. ELIC will assign SP1, SP2, etc. after each entry.

Example of the Non-Public Identifier Key.

SP1	staff Brenden
SP2	helper Susan
SP3	Katie Thompson
SP4	Beth Keller

Steps to monitor compliance using a mini checklist

- Select Role Type Place Quick Filter (green box)
- Choose Staff person
- Choose the caregiver receiving the review
- Complete the mini checklist for the caregiver selected

A Role Place Type Quick Filter

B Choose Filter Type: Staff person

C Click the Staff person to Filter

D Checklist / Summary For: Checklist

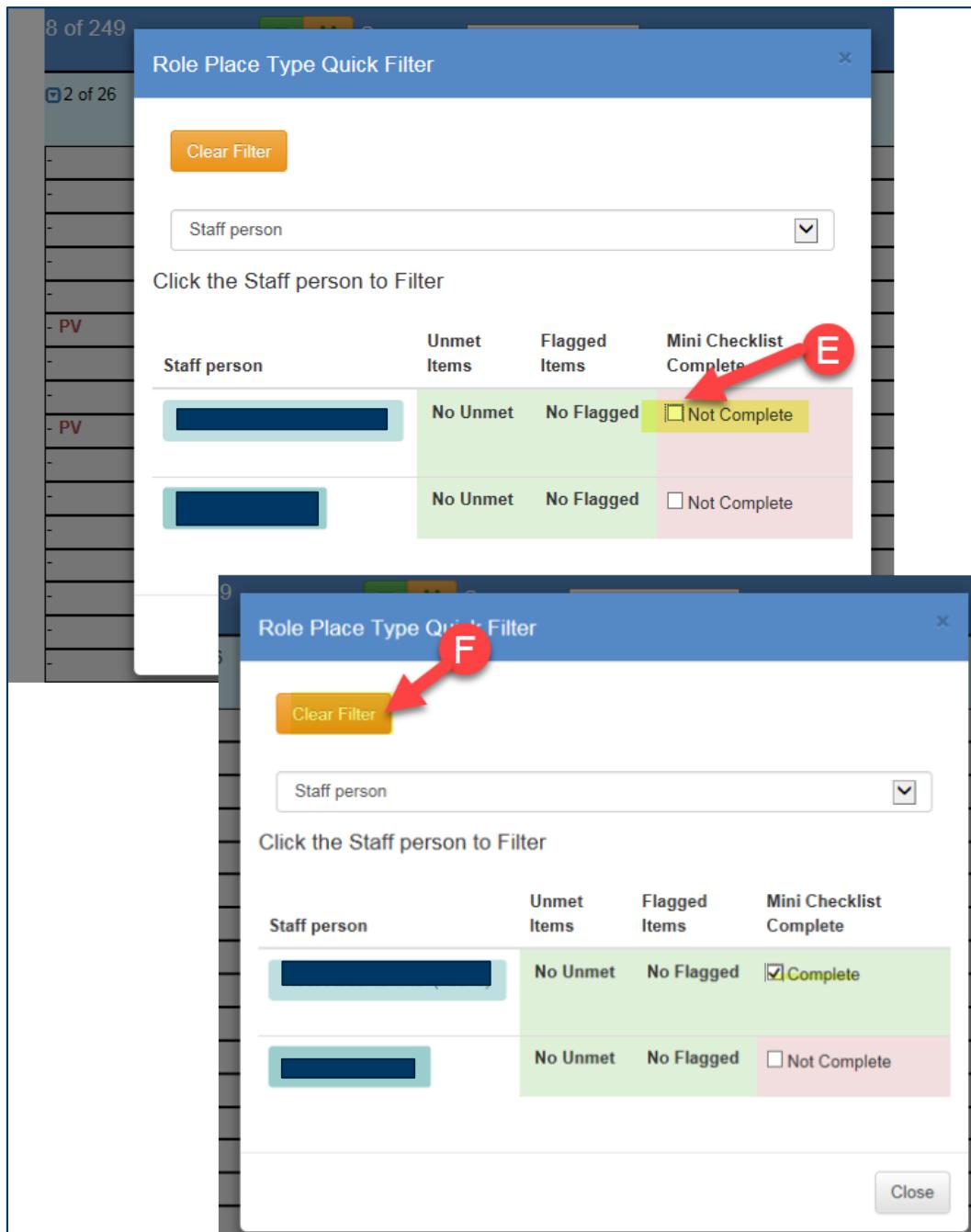
Role Place Type Quick Filter (Left Side):

Staff person	Unmet Items	Flagged Items	Mini Checklist Complete
John [REDACTED]	No Unmet	No Flagged	<input type="checkbox"/> Not Complete
Jane [REDACTED]	No Unmet	No Flagged	<input type="checkbox"/> Not Complete

Checklist / Summary For: Checklist (Right Side):

Item Status	Amount
Initial Training - Helpers	0 0 0 <input type="checkbox"/>
Child Development and Learning Behavior Guidance Training - Pre-service	0 0 0 <input type="checkbox"/>
Child Development and Learning Behavior Guidance Training - Annual	0 0 0 <input type="checkbox"/>
First Aid	0 0 0 <input type="checkbox"/>
First Aid - Qualified Trainer	0 0 0 <input type="checkbox"/>
First Aid - Frequency	0 0 0 <input type="checkbox"/>
CFR	0 0 0 <input type="checkbox"/>
CFR - Qualified Trainer	0 0 0 <input type="checkbox"/>
CFR - Frequency	0 0 0 <input type="checkbox"/>
CFR - Training Source	0 0 0 <input type="checkbox"/>
CFR - Hands-On	0 0 0 <input type="checkbox"/>
SUID	0 0 0 <input type="checkbox"/>
AHT	0 0 0 <input type="checkbox"/>
SUID and AHT - Training Source	0 0 0 <input type="checkbox"/>
SUID and AHT - Frequency	0 0 0 <input type="checkbox"/>
SUID and AHT - Method of Training	0 0 0 <input type="checkbox"/>
SUID and AHT - On Year	0 0 0 <input type="checkbox"/>
Child Passenger Restraint System Training Documentation	0 0 0 <input type="checkbox"/>
Child Passenger Restraint System Training	0 0 0 <input type="checkbox"/>
Child Passenger Restraint System Training - Frequency	0 0 0 <input type="checkbox"/>
Child Passenger Restraint System Training - Training Source	0 0 0 <input type="checkbox"/>
Total Annual Training	0 0 0 <input type="checkbox"/>
Total Annual Training (Fix-it Ticket)	0 0 0 <input type="checkbox"/>
Training Subjects	0 0 0 <input type="checkbox"/>
Supervision for Safety - Initial	0 0 0 <input type="checkbox"/>

- E. Open the Role Place Type Quick Filter (green box) and check the box Not Complete next to the staff person's name. This will change the status to complete and save the mini checklist
- F. Select Clear Filter to return to the main checklist. To add another Staff person mini checklist, select that individual's name and repeat Steps D through F



Unmet items in the mini checklist

When an item is marked unmet, the violation text will consolidate all the staff reviewed during that inspection.

When entering the custom violation text, ELICL will know which staff person this note is for and reference that on the correction order. (No need to enter SP1, SP2, etc.) To maintain data privacy, do not enter a name in the violation text.

In the example below, we are reviewing four staff, SP1, SP2, SP3, and SP4 that all have a violation of the same regulation. Violation text is entered for SP4, noting that training is 30 days past due. Notice how that text reflects on the correction order. ELICL automatically records that this text is regarding SP4.

VIOLATION

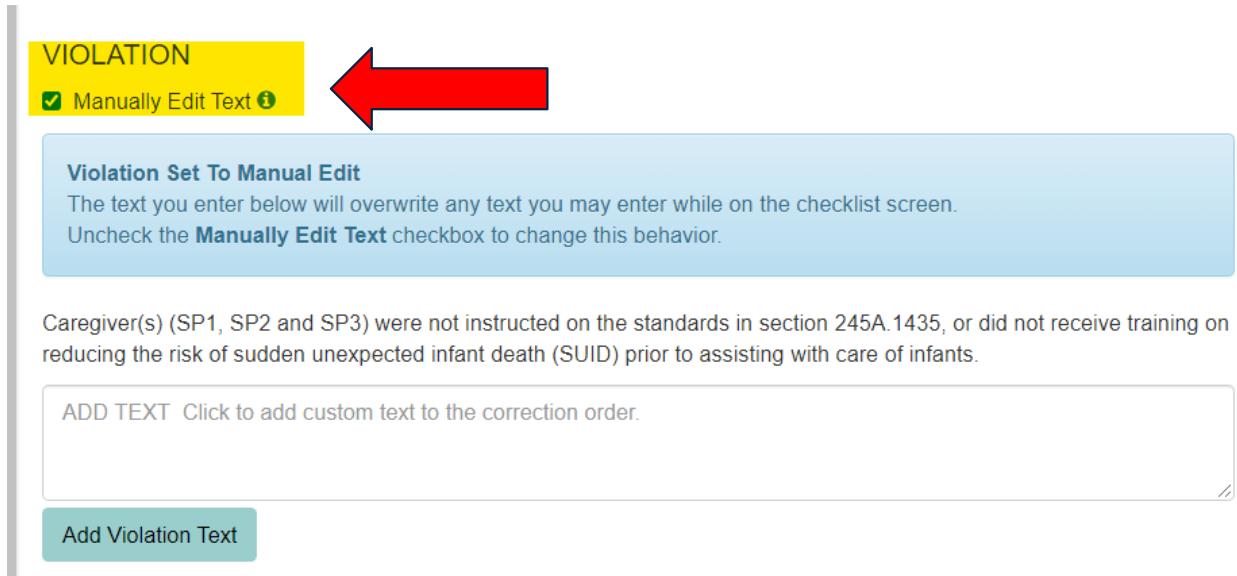
Prior to caring for children, each license holder and/or second adult caregiver (SP1, SP2, SP3 and SP4) has not completed at least four hours of child development and learning and behavior guidance training.

training is 30 days past due

Add Violation Text

	Citation Stat/Rule	Violation Description	Deadline for Correction	Date Corrected
1	Minnesota Statutes, section 245A.50, subdivision 2.a	Prior to caring for children, each license holder(s) and/or second adult caregiver(s) (SP4) has not completed at least four hours of child development and learning and behavior guidance training. SP4 Training is 30 days past due.	11/26/2021	

On the correction order screen, manually edit the text by clicking “manually edit text”.



VIOLATION

Manually Edit Text 

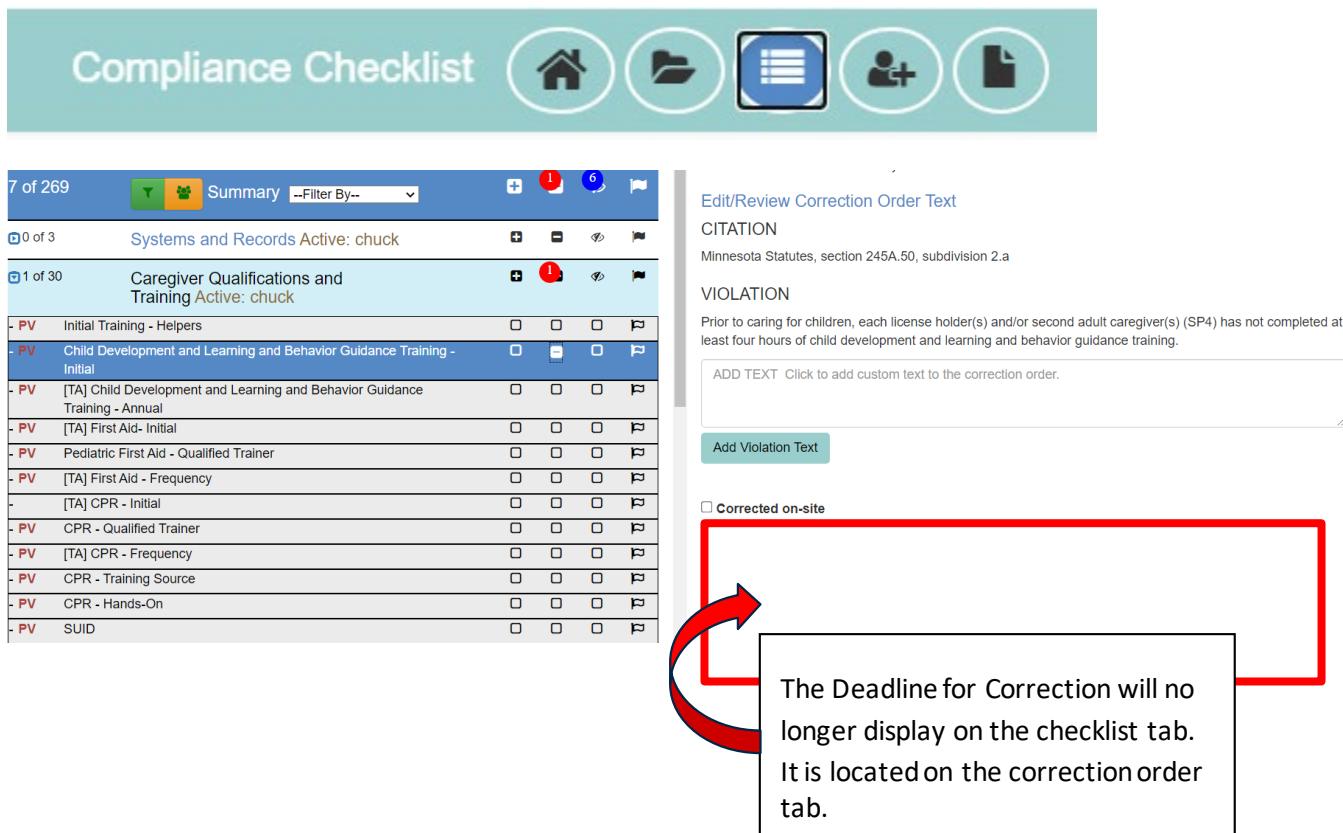
Violation Set To Manual Edit

The text you enter below will overwrite any text you may enter while on the checklist screen.
Uncheck the **Manually Edit Text** checkbox to change this behavior.

ADD TEXT Click to add custom text to the correction order.

Add Violation Text

A deadline for correction will not be available on the checklist tab in a mini checklist. Enter the deadline for correction using the correction order tab. The Deadline for Correction refers to the date when all individuals listed in the Violation Description must return to compliance. See the following examples.



Compliance Checklist

7 of 269

Category	Description	Status	Actions
Systems and Records	Active: chuck	Active	   
Caregiver Qualifications and Training	Active: chuck	Active	   
- PV	Initial Training - Helpers	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	
- PV	Child Development and Learning and Behavior Guidance Training - Initial	<input type="checkbox"/>    	
- PV	[TA] Child Development and Learning and Behavior Guidance Training - Annual	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	
- PV	[TA] First Aid- Initial	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	
- PV	Pediatric First Aid - Qualified Trainer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	
- PV	[TA] First Aid - Frequency	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	
-	[TA] CPR - Initial	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	
- PV	CPR - Qualified Trainer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	
- PV	[TA] CPR - Frequency	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	
- PV	CPR - Training Source	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	
- PV	CPR - Hands-On	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	
- PV	SUID	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	

Edit/Review Correction Order Text

CITATION
Minnesota Statutes, section 245A.50, subdivision 2.a

VIOLATION

Prior to caring for children, each license holder(s) and/or second adult caregiver(s) (SP4) has not completed at least four hours of child development and learning and behavior guidance training.

ADD TEXT Click to add custom text to the correction order.

Add Violation Text

Corrected on-site

The Deadline for Correction will no longer display on the checklist tab. It is located on the correction order tab.

Compliance Checklist



3. Citation: Minnesota Statutes, section 245A.50, subdivision 2.a
Violation: Prior to caring for children, each license holder(s) and/or second adult caregiver(s) (SP1, SP2, SP3 and SP4) has not completed at least four hours of child development and learning and behavior guidance training.

SP4
training is 30 days past due

4. Citation: Minnesota Statutes, section 245A.50, subdivision 3.a
Violation: Pediatric first aid training was not received from an approved instructor for caregiver(s) (SP2, SP3 and SP4).

5. Citation: Minnesota Statutes, section 245A.50, subdivision 4.a
Violation: CPR training was not received from a person approved to provide CPR training for caregiver(s) (SP3 and SP4).

6. Citation: Minnesota Statutes, section 245A.50, subdivision 4.b
Violation: The CPR training received was not developed by the American Heart Association or the American Red Cross; or did not use nationally recognized, evidence-based guidelines for CPR training that incorporated psychomotor skills to

Minnesota Statutes, section 245A.50, subdivision 2.a

VIOLATION

Manually Edit Text i

Prior to caring for children, each license holder(s) and/or second adult caregiver(s) (SP1, SP2, SP3 and SP4) has not completed at least four hours of child development and learning and behavior guidance training.

SP4
training is 30 days past due

[Add Violation Text](#)

Corrected on-site

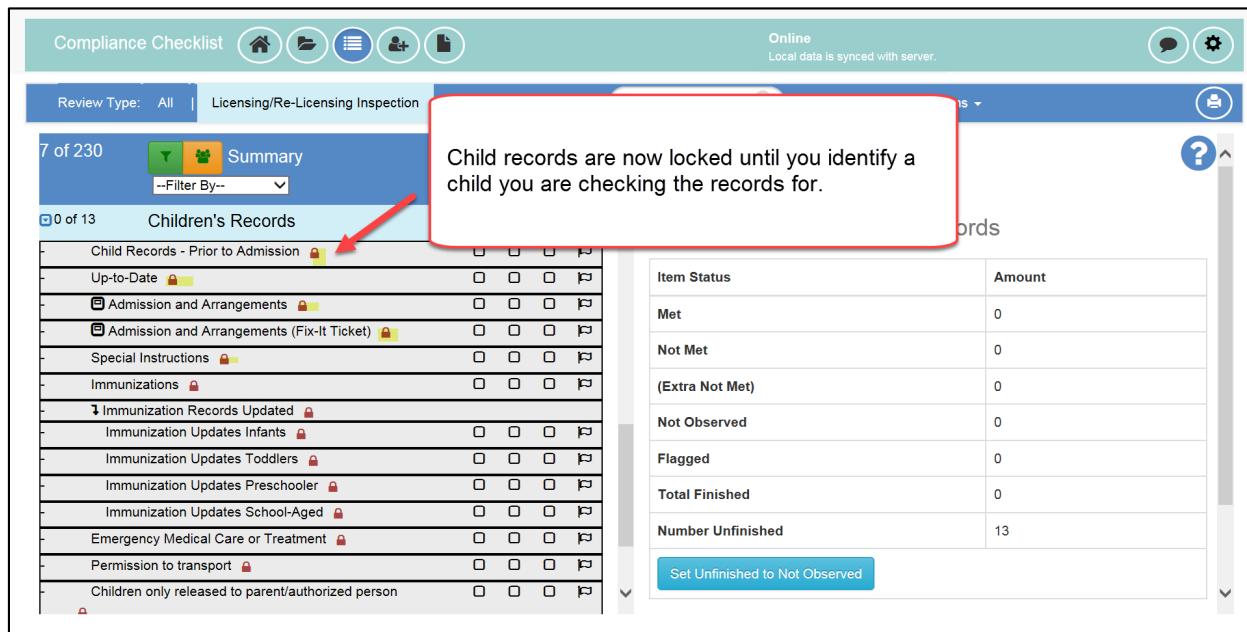
Deadline for Correction



Role Assignments in ELICI -Creating a Mini Checklist for Client

This section in ELICI refers to the term **client**, which represents a child. We will refer to client in these instructions.

In order to monitor children's records, the specific client name must be indicated.

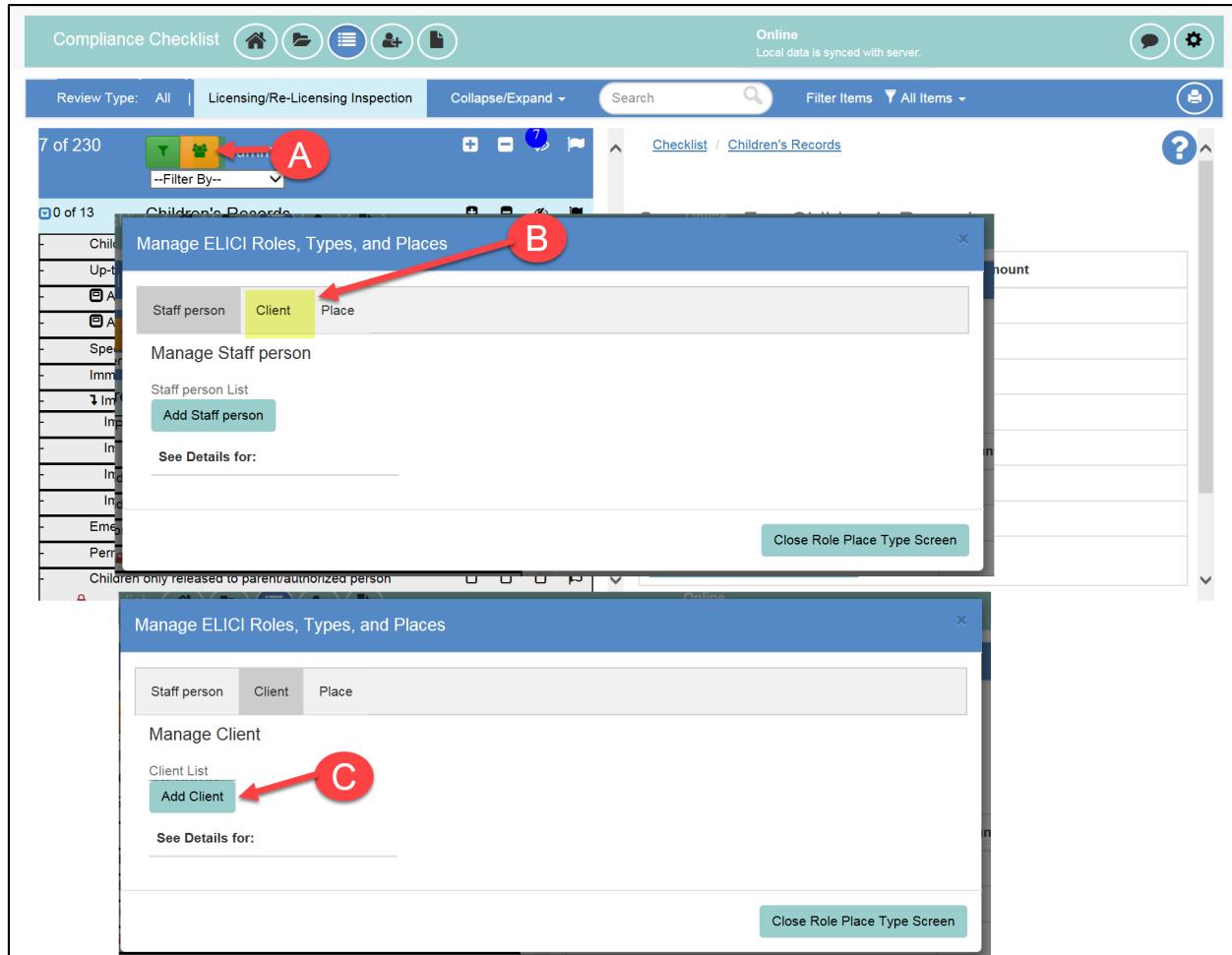


The screenshot shows the ELICI Compliance Checklist interface. At the top, it says "Compliance Checklist" and "Online" with a note "Local data is synced with server." Below this, the "Review Type" is set to "All" and "Licensing/Re-Licensing Inspection". A red arrow points to a lock icon on the "Child Records - Prior to Admission" row. A red box highlights a tooltip message: "Child records are now locked until you identify a child you are checking the records for." To the right, there is a table of item status counts and a button to "Set Unfinished to Not Observed".

Item Status	Amount
Met	0
Not Met	0
(Extra Not Met)	0
Not Observed	0
Flagged	0
Total Finished	0
Number Unfinished	13

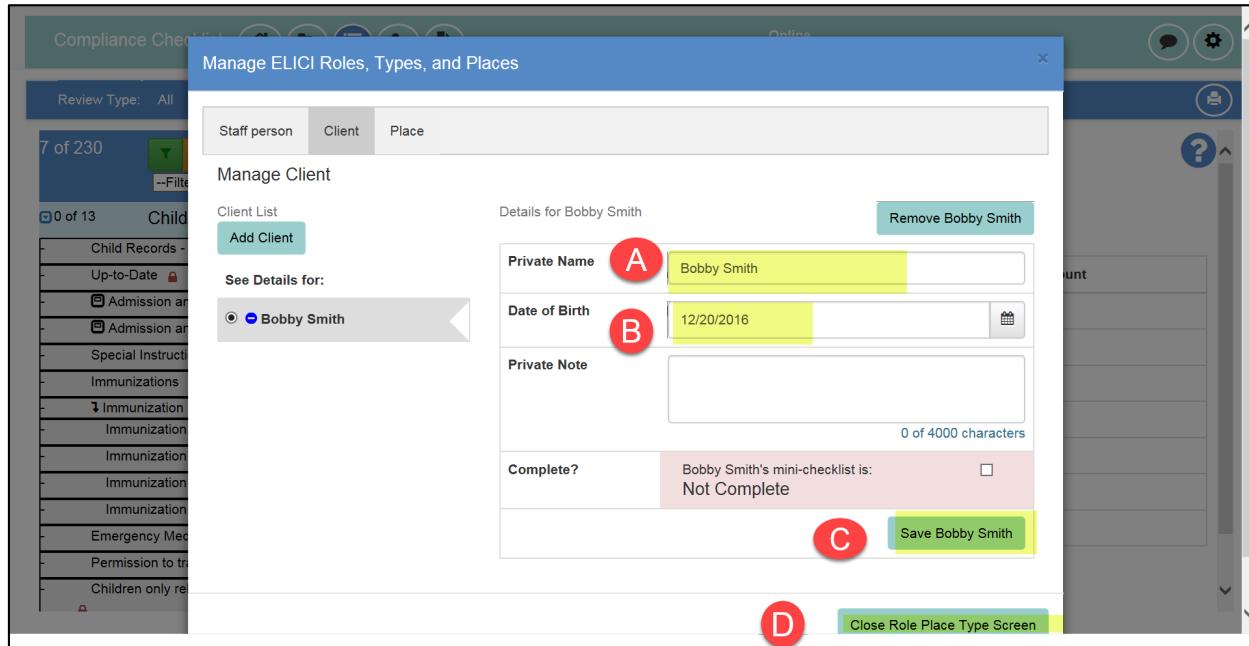
Steps to enter in a client name

- A. Go to Manage Role Place Type Information (orange box)
- B. Select Client
- C. Select Add Client

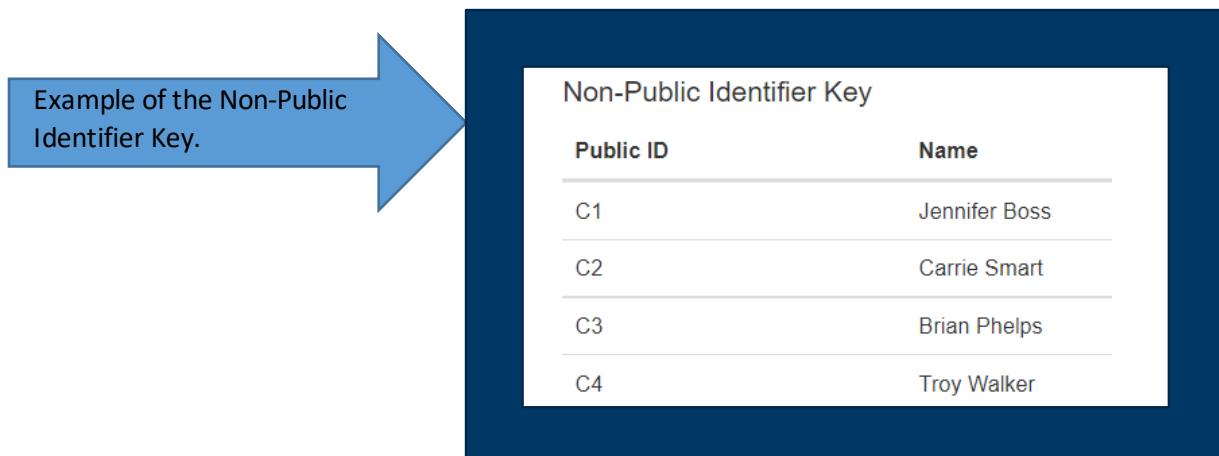


Steps to enter client information:

- A. Enter in child's name
- B. Enter in date of birth
- C. Save client name
- D. Close Role Place Type Screen



Note: ELICI will create the Non-Public Identifier Key after each entry created. ELICI will assign C1, C2, etc. after each entry.



1. Select Open Role Type Place Quick Filter (green box)
2. Choose Filter Type as client then choose the child's name being reviewed
3. Complete the mini checklist for child selected

1 0 **Summary**

0 of 13 Children's Records

Role Type Place Quick Filter

Client: **Bobby Smith**

Click the Client to Filter

Client: **Bobby Smith** Unmet Items: No Unmet Flagged Items: No Flagged Mini Checklist Complete:

16 of 230 **Summary**

9 of 13 Children's Records **Active: Bobby Smith**

Child Records - Prior to Admission	+ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Up-to-Date	+ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Admission and Arrangements	+ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Admission and Arrangements (Fix-It Ticket)	+ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Special Instructions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Immunizations	+ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Immunization Records Updated	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Immunization Updates Infants	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Immunization Updates Toddlers	+ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Immunization Updates Preschooler	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Immunization Updates School-Aged	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Emergency Medical Care or Treatment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Note: The name of the active child's record are indicated here.

4. Select Role Place Quick Filter (green box)
5. Check the box Not Complete next to the child's name and this will change the status to Complete and save the mini checklist
6. Select Clear Filters to go back to main checklist. When going onto a new child's mini checklist, click on that child's name and follow steps above, starting at number 3

Compliance Checklist

Online Local data is synced with server.

Review Type: All | Licensing/Re-Licensing Inspection | Collapse/Expand | Search | Filter Items | All Items | Help

Total Citations: 0

Checklist /

Summary For: Checklist

Item Status	Amount
Met	0
Not Met	0
(Extra Not Met)	0
Not Reviewed	6

Role Place Type Quick Filter

Clear Filter

Client

Click the Client to Filter

Client	Unmet Items	Flagged Items	Mini Checklist Complete
Bobby Smith	No Unmet	No Flagged	<input type="checkbox"/> Not Complete

Clear

Water, Food, and Nutrition

Role Place Type Quick Filter

Clear Filter

Client

Click the Client to Filter

Client	Unmet Items	Flagged Items	Mini Checklist Complete
Bobby Smith	No Unmet	No Flagged	<input checked="" type="checkbox"/> Complete

Close

Unmet items in the mini checklist

When an item is marked unmet, the violation text will count and consolidate all children reviewed during that inspection.

When entering the custom violation text, ELICi will know which child this note is for and reference that on the correction order. (No need to enter C1, C2, etc.) To maintain data privacy, do not enter a name in the violation text.

In the example below, we are reviewing four children's records; C1, C2, C3 and C4. Three of the four have a violation of the same regulation. Violation text entered for C4 noted that the child was released to an unauthorized person on 7/20/21. Notice how that text reflects on the correction order. ELICI automatically records that this text pertains to C4.

VIOLATION

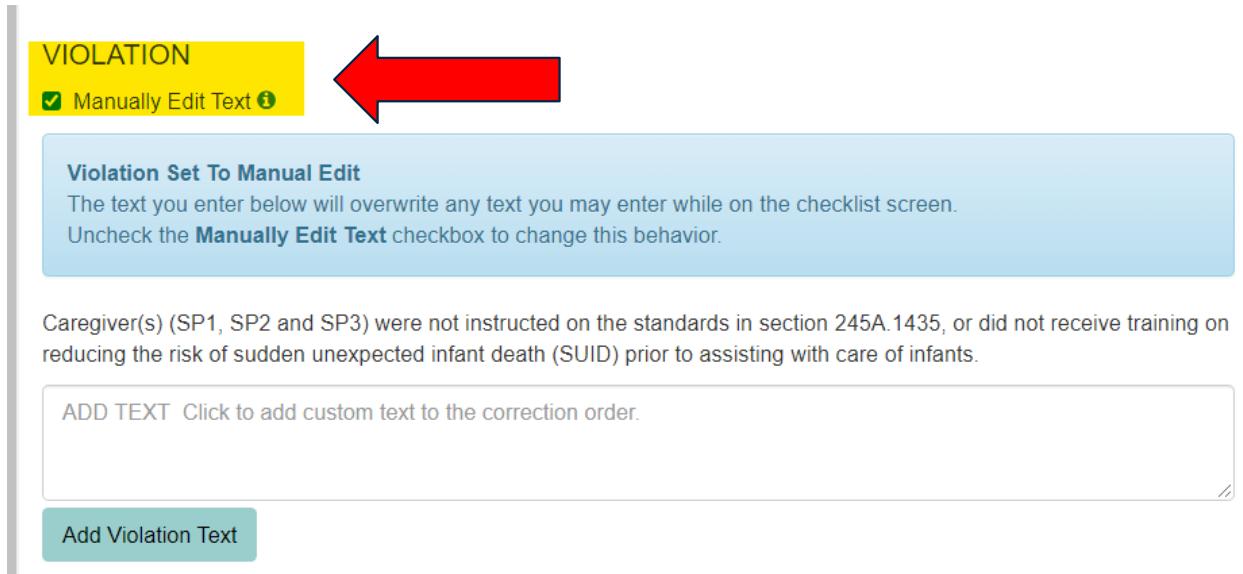
Provider released 3 of 4 (C1, C2 and C4) children to someone other than child's parent or person authorized by parent.

Child was released to an unauthorized person on 7/20/21

Add Violation Text

	Citation Stat/Rule	Violation Description	Deadline for Correction	Date Corrected
		the parent		
26	Minnesota Rules, part 9502.0405, subpart 4.F	Provider released 3 of 4 (C1, C2 and C4) children to someone other than child's parent or person authorized by parent. C4 Child was released to an unauthorized person on 7/20/21	Immediately	

On the correction order screen, manually edit the text by clicking “manually edit text”.



VIOLATION

Manually Edit Text 

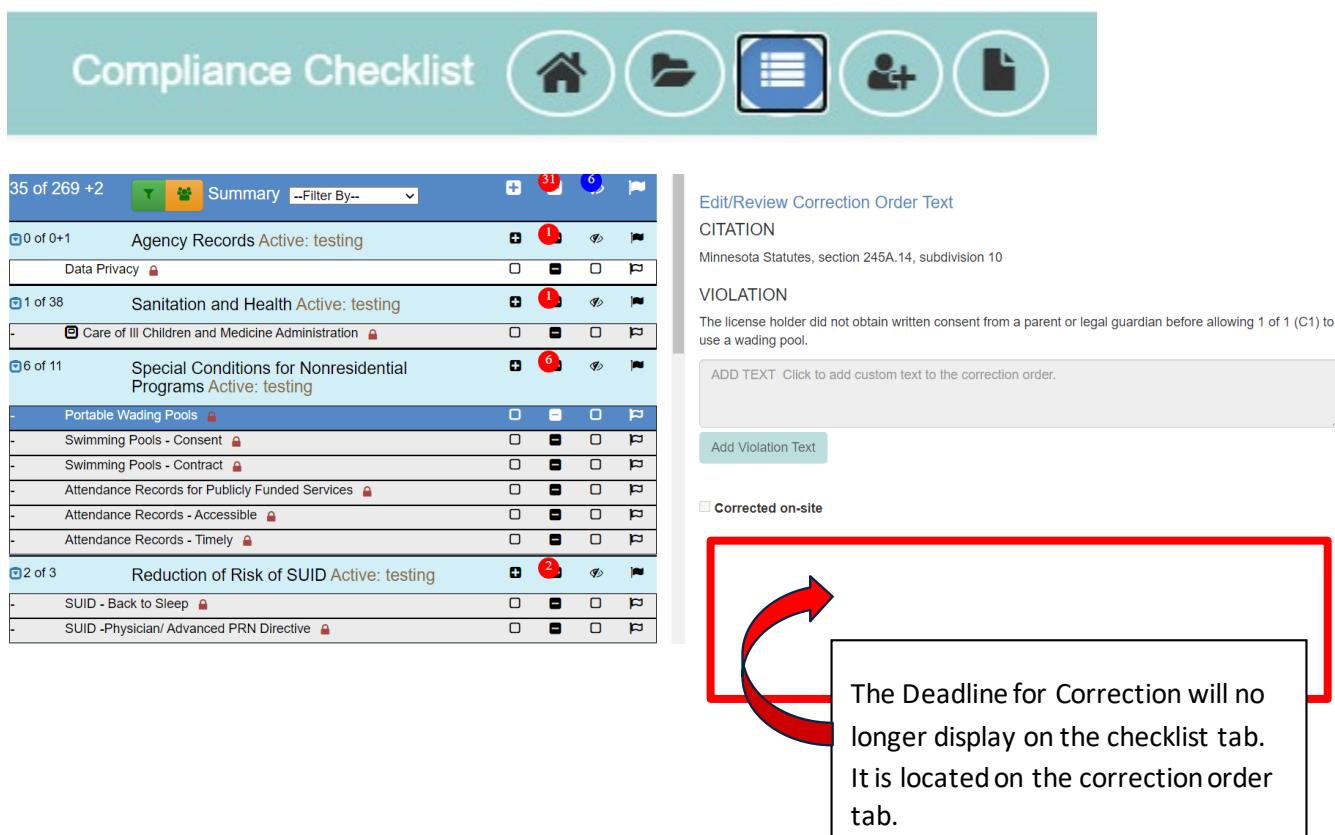
Violation Set To Manual Edit

The text you enter below will overwrite any text you may enter while on the checklist screen.
Uncheck the **Manually Edit Text** checkbox to change this behavior.

ADD TEXT Click to add custom text to the correction order.

Add Violation Text

A deadline for correction will not be available on the checklist tab in a mini checklist. Enter the deadline for correction using the correction order tab. The Deadline for Correction refers to the date when all individuals listed in the Violation Description must return to compliance. See the following examples.



Compliance Checklist

35 of 269 +2   Summary  -Filter By--    

<input checked="" type="checkbox"/> 0 of 1	Agency Records	Active: testing	  
Data Privacy 			
<input checked="" type="checkbox"/> 1 of 38	Sanitation and Health	Active: testing	  
Care of Ill Children and Medicine Administration 			
<input checked="" type="checkbox"/> 6 of 11	Special Conditions for Nonresidential Programs	Active: testing	  
Portable Wading Pools 			
- Swimming Pools - Consent 			
- Swimming Pools - Contract 			
- Attendance Records for Publicly Funded Services 			
- Attendance Records - Accessible 			
- Attendance Records - Timely 			
<input checked="" type="checkbox"/> 2 of 3	Reduction of Risk of SUID	Active: testing	  
- SUID - Back to Sleep 			
- SUID - Physician/ Advanced PRN Directive 			

Edit/Review Correction Order Text

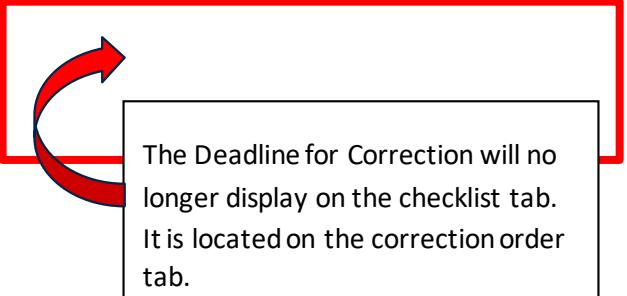
CITATION
Minnesota Statutes, section 245A.14, subdivision 10

VIOLATION
The license holder did not obtain written consent from a parent or legal guardian before allowing 1 of 1 (C1) to use a wading pool.

ADD TEXT Click to add custom text to the correction order.

Add Violation Text

Corrected on-site



The Deadline for Correction will no longer display on the checklist tab. It is located on the correction order tab.

Compliance Checklist



followed for 3 of 4 (C1, C2 and C4) child(ren).

22. Citation: Minnesota Rules, part 9502.0405, subpart 4.C

Violation: The provider did not have an immunization record for 3 of 4 (C1, C2 and C4) child(ren).

23. Citation: Minnesota Rules, part 9502.0405, subpart 4.C

Violation: Immunization records were not updated:

- every six months for 2 of 3 (C2 and C4) infants in care;
- annually for 3 of 4 (C1, C2 and C4) toddlers in care;
- every 18 months for 3 of 4 (C1, C2 and C4) preschool-aged children in care; and
- every three years for 3 of 4 (C1, C2 and C4) school-aged children in care.

24. Citation: Minnesota Rules, part 9502.0405, subpart 4.D

Violation: Provider did not get signed written consent from parents for emergency medical care/treatment for 3 of 4 (C1, C2 and C4) child(ren).

VIOLATION

Manually Edit Text i

The provider did not have an immunization record for 3 of 4 (C1, C2 and C4) child(ren).

ADD TEXT Click to add custom text to the correction order.

Add Violation Text

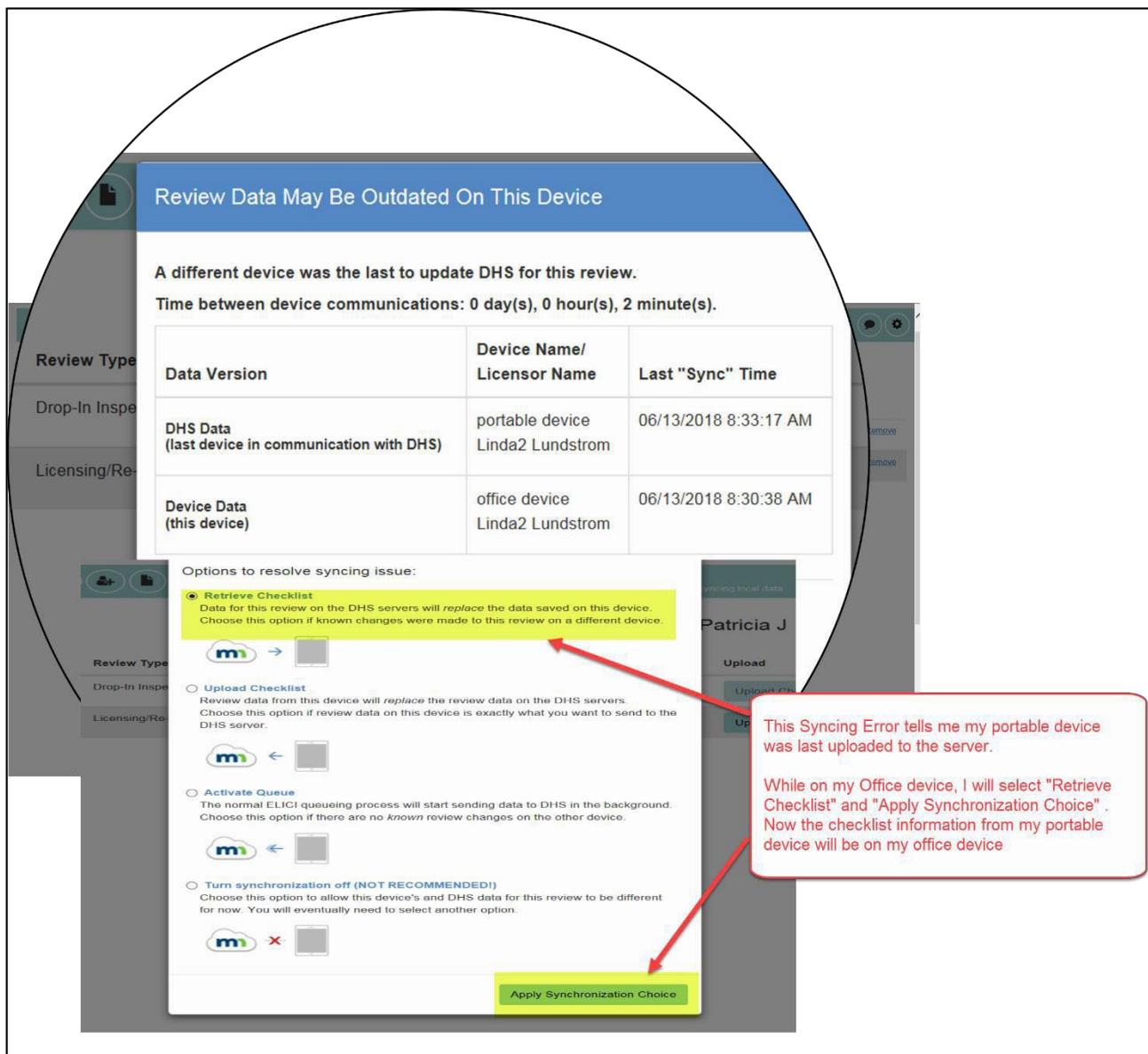
Corrected on-site

Deadline for Correction



Syncing Error Messages

This message appears when more than one device is used and a checklist is opened on a device that has different information than the DHS server.



Helpful Terms

Upload and Retrieve Checklist: Only select those options when connected to the internet.

Upload Checklist: When selected, information on the device's checklist uploads to the DHS server to be saved. The DHS server will now have the information from that checklist (on that device) stored at the server. It is very important to upload the checklist while connected to the internet.

Retrieve Checklist: When selected, the DHS server checklist information will override the device's checklist information. The information from the DHS server will replace the device's checklist information.

Review Types

Licensing/Re-Licensing Inspection- choose this option when conducting the annual visit for renewing the license.

Off-Year Inspection- choose this option for an annual visit when the license is not in the renewal year.

Change of Premise Inspection-CO- choose this option when conducting a change of premise visit and children are present before the premise has been licensed. Issue a violation to 245A.04, subd. 7a.a in ELICI under Application for Licensure, Change to License. A correction order will generate when unmet items are selected.

Change of Premise Inspection- choose this option when conducting a change of premise and no children are present. This will issue a "to do list" on any unmet items. If children are present at this inspection, switch the review type to Change of Premise Inspection CO to issue a correction order.

Pre-Licensing Visit- choose this option for applicants. When marking items unmet, this will create a "to do list" for the applicant. Publish each visit and use the Move It Forward feature to bring those items that need to be completed forward to the next pre-licensing checklist.

Investigation- choose this option when a complaint or information is received about a provider. Flagging items under the ALL list will result in a custom checklist.

Back Office- never use this review type option.

Drop-In Inspection- choose this option for any reason for a visit that doesn't fit in one of the above such as monitoring a conditional, monitoring a correction order or just providing additional support to a provider with a visit. A drop-in type menu will open and select what best applies to the visit.

Review Based On

After selecting the review type, select Review Based On. There are only two options for Review Based On: On-site or Off-site.

When choosing an on-site review enter a visit date.

When choosing an off-site review enter an activity date on the provider profile page. An activity date is the date the licensor engaged with the provider or issued a correction order.

Review Status

In Progress: A checklist that is currently being worked on.

Published: The checklist has a correction order that is finalized. The checklist is published and the How Corrected needs to be completed.

Complete: The checklist is published and either there are no violations or the How Corrected is completed. This is the final step for the checklist. The checklist will lock down. The checklist can be removed from the device.

Licensing Action Issued: A TIS was issued to the program and recorded by selecting Issue TIS from ELIC Tech Info (DHS staff provides this instruction). The checklist is now complete and can be removed from the device.

Checklists By Review Type

Completing a Pre-Licensing Review

Prior to completing a pre-licensing review, a Preliminary Information Form (PIF) must be sent to: dhs.FCClicensing@state.mn.us. Please do this several business days prior to going out on a visit.

Once the PIF is processed, go into ELMS (remember to check inactive when searching for the applicant) and select Visit for this applicant from the caseload.

Licenses Invoices

Pick Criteria to Filter List

License ID: Active: Inactive:

License State: Active: Inactive:

Program Name: Starts With: Wild Card:

Total results: 4 Set Page Size: ALL

	License ID	Svc Class	Program Name	Effective Date	Expiration Date	License State	Fine	License Variance Exp
** Select **		FCC		01/01/2021	12/31/2024	In Good Standing	N	N
** Select **		FCC		01/14/2021	01/31/2023	In Good Standing	N	N
** Select **		FCC		01/01/2021	12/31/2024	In Good Standing	N	N
** Select **		FCC		01/01/2021	12/31/2024	In Good Standing	N	N

Actions: Open Visit

Select Pre-licensing review type on the provider profile screen and conduct the visit.

If all **items are met**, there is nothing to print and the checklist can be published. Submit the 3324 to recommend the license. If there are **unmet items** see Move It Forward in the following section.

Move It Forward

The Pre-licensing review type has the ability to bring met and unmet checklist items forward to a subsequent visit. Once each visit to the program is published, ELICL will move the items to the follow up visit in a new checklist. **Please note** that if all items are met, the checklist will be complete and will not apply to this feature.

Here are the steps to complete the initial pre-licensing checklist with unmet items:

1. Complete the first Pre-licensing visit by marking items unmet in the checklist
2. Finalize the Pre-licensing Review Summary (correction order screen) for items marked unmet
3. Mail out Pre-licensing Review Summary to the applicant
4. Publish the checklist

After this is completed, the checklist goes into a published status and locks down. The How Corrected screen no longer functions with this initial checklist.

To complete the next visit, use the Move It Forward function by following these steps:

1. Select the original checklist that was published
2. Go to the provider profile page
3. Select Move it Forward - Complete Pre-licensing Review found under the Review Type
4. A box will pop-up asking to confirm the move. Click “Yes- complete and create a new review”. A confirmation box will appear displaying success and ELICL will go to the Home screen where the new review will be

The screenshot shows the 'Compliance Checklist' section of the ELICL provider profile. At the top, there are several icons: a house (Home), a blue arrow (Move It Forward), a list (Checklist), a person (Profile), and a clipboard (Evidence). To the right, it says 'Online' and 'Current Review is Locked'. Below these are sections for 'License Type' (Group Family Day Care (C2)), 'Review based on:' (On-site visit), 'Visit Date' (06/16/2020), 'Review Type' (Pre-Licensing Visit), 'Exit Interview' (Choose...), 'Announced Visit' (Announced), 'Provider Information' (a large blue box), 'Manage Documents' (Manage Checklist Evidence), and 'Pre-Screen Questionnaire' (checkbox for 'Cares for children requiring diapers'). A red arrow points to the 'Move it Forward - Complete Prelicensing Review' button, and a red box with the text 'Select this button to create a new checklist' is placed over the 'Exit Interview' dropdown.

5. The new review will have all the items marked from the prior checklist.

Review Type: All | Pre-Licensing Visit | Collapse/Expand | Search | Filter Items | All Items | [Help](#)

Total Citations: 8

Category	Count	Item
8 of 156	Summary	8
0 of 5	Licensing Proc	8
0 of 2	Admissions, Provider Records, Reporting	
3 of 6	Activities and Equipment	3
5 of 47	Physical Environment	5
0 of 23	Sanitation and Health	

Using the Electronic Checklist Navigation

The selections on the left of the top bar allow you to move back and forth between:

- Items marked unmet from the first prelicensing checklist will move forward to the second prelicensing checklist.

Clear Checklist Data Clears changes made since the data was last uploaded

Preferences allows you to change ELIC's behaviors

Continue this checklist by marking the unmet items met when they are in compliance. Once all items are met, upload and publish.

If there are remaining unmet items, there are two options to complete the pre-licensing process:

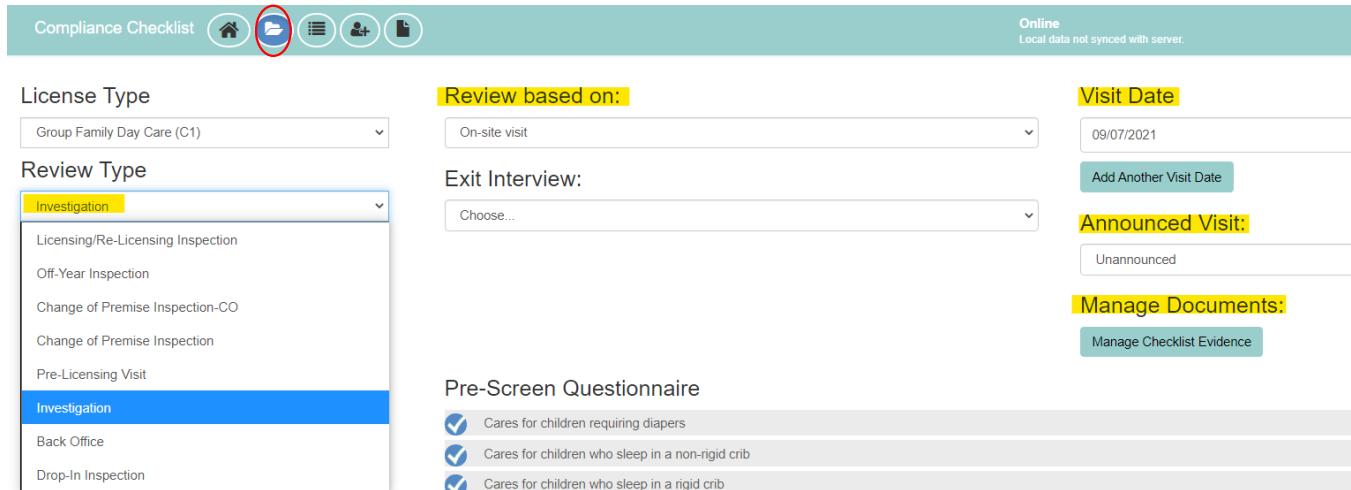
1. Publish the second visit with items marked unmet and create a third checklist with using Move It Forward. Repeat this process as needed until all items are met. Once all items are marked met, upload and publish the checklist. **OR**
2. Publish the second visit with items marked unmet and complete the How Corrected screen and the checklist will be complete.

Submit the 3324 recommending licensure when all items are met.

Investigation

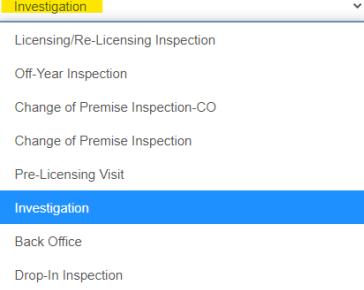
Complete an ELICL checklist for every complaint.

1. Go to Provider Profile Page and use the drop-down menu to select Review Type. Complete the Review based on drop-down, the Visit Date and Announced Visit drop-down selections.



Compliance Checklist      Online
Local data not synced with server.

License Type: Group Family Day Care (C1)

Review Type: 
Investigation
Licensing/Re-Licensing Inspection
Off-Year Inspection
Change of Premise Inspection-CO
Change of Premise Inspection
Pre-Licensing Visit
Investigation
Back Office
Drop-In Inspection

Review based on: On-site visit

Exit Interview: Choose...

Visit Date: 09/07/2021
Add Another Visit Date

Announced Visit: Unannounced

Manage Documents: Manage Checklist Evidence

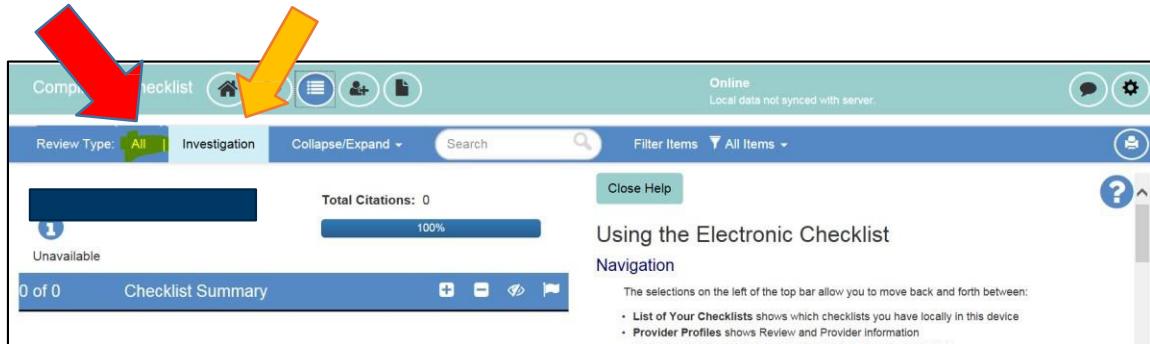
Pre-Screen Questionnaire:

- Cares for children requiring diapers
- Cares for children who sleep in a non-rigid crib
- Cares for children who sleep in a rigid crib

2. Go to the Checklist

- There will be a blank checklist.
- Based on the complaint, build a custom checklist.
- Under Review Type, the orange arrow shows the checklist is currently on Investigation.
- Switch this to All by clicking on the word All. A custom checklist can be created.

Red arrow indicates All.



Compliance Checklist      Online
Local data not synced with server.

Review Type: 
All | Investigation

Collapsible/Expand ▾ Search Filter Items ▾ All Items ▾

Total Citations: 0 100%

1 Unavailable

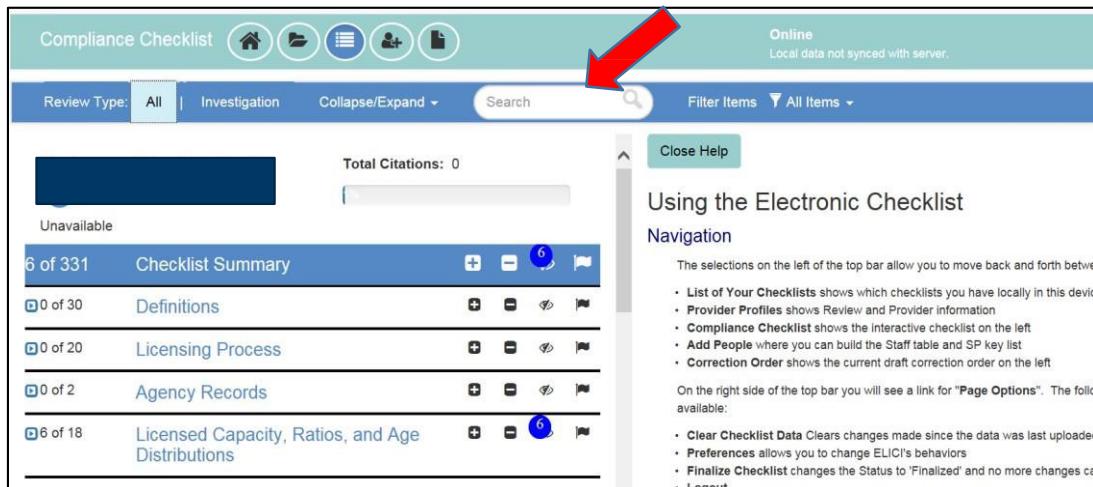
0 of 0 Checklist Summary 

Using the Electronic Checklist
Navigation

The selections on the left of the top bar allow you to move back and forth between:
• List of Your Checklists shows which checklists you have locally in this device
• Provider Profiles shows Review and Provider Information
• Compliance Checklist shows the interactive checklist on the left

3. While on All – start building the checklist by flagging items that need investigation.

Note: The search feature has the ability to speed up this process by displaying only those items related to the word(s) entered in this feature.



The screenshot shows the 'Compliance Checklist' software interface. At the top, there are several icons: a house, a folder, a list, a person, and a lock. To the right, it says 'Online' and 'Local data not synced with server.' Below the top bar, there are buttons for 'Review Type: All' (which is selected), 'Investigation', 'Collapse/Expand', and a search bar with a magnifying glass icon. To the right of the search bar are 'Filter Items' and 'All Items' dropdowns. A red arrow points to the search bar. On the left, a sidebar shows 'Total Citations: 0'. The main content area displays a list of checklist items:

- 6 of 331 Checklist Summary
- ◻ 0 of 30 Definitions
- ◻ 0 of 20 Licensing Process
- ◻ 0 of 2 Agency Records
- ◻ 6 of 18 Licensed Capacity, Ratios, and Age Distributions

On the right, there is a 'Using the Electronic Checklist' help section with a 'Close Help' button. It includes a 'Navigation' section with a list of items and a 'Page Options' section with a list of available actions.

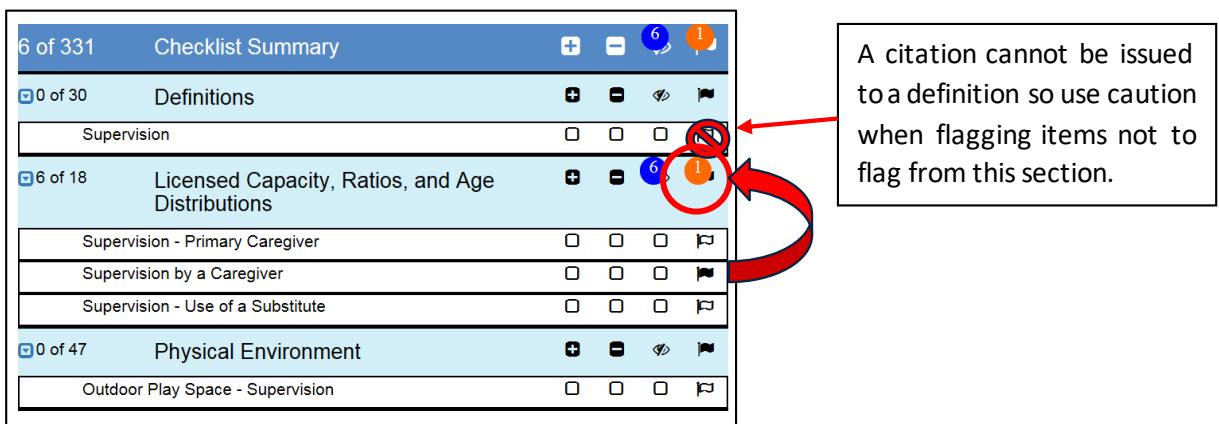
Working through a scenario: The complaint is in regards to the supervision of younger children in care while the school age children are getting ready to go to school. In this example, the licensor will investigate if the caregiver provides supervision.

- In the search box, enter supervision.



The screenshot shows the software interface with the search bar containing the word 'supervision'. The rest of the interface is identical to the previous screenshot, showing the checklist summary and navigation help section.

- My Checklist Summary has now identified all possible items to be included in the Investigation Checklist.
- The flag has been selected for Supervision by a Caregiver. Notice the orange bubble that now appears showing one item flagged.



The screenshot shows the software interface with the search results for 'supervision'. The 'Checklist Summary' section now includes 'Supervision' as an item. The 'Licensed Capacity, Ratios, and Age Distributions' section is expanded, showing items like 'Supervision - Primary Caregiver', 'Supervision by a Caregiver', and 'Supervision - Use of a Substitute'. A red circle highlights the 'Supervision by a Caregiver' item, which has a blue flag icon and an orange bubble with the number '1'. A red arrow points from this bubble to a callout box on the right. The callout box contains the text: 'A citation cannot be issued to a definition so use caution when flagging items not to flag from this section.'

- Once flagged, an option to add an internal note will appear. The user can either describe what to investigate in this box and select “Add/Edit Non Public Checklist Note” or simply select “Close”.

[Add/Edit Non Public Checklist Notes](#)
No notes have been added yet.

0 of 1000 characters

[Add/Edit Non Public Checklist Notes](#)
Notes have been added.

How are the younger children in care supervised while the school age children are getting ready to go to school.

113 of 1000 characters

4. If there are additional items to investigate, continue the above steps of flagging the items in All that are needed to review.
5. Switch the Review Type from All to Investigation by clicking on the word Investigation and the custom checklist created.

Review Type: All | **Investigation** Collapse/Expand ▾

Total Citations: 0

Unavailable 100%

0 of 0 Checklist Summary

0 of 0 Licensed Capacity, Ratios, and Age Distributions

Drop – In

1. On Provider Profile Page: complete the five items pictured below.

1 Drop In Type

2 Review based on:

3 Visit Date

4 Announced Visit:

5 Manage Documents:

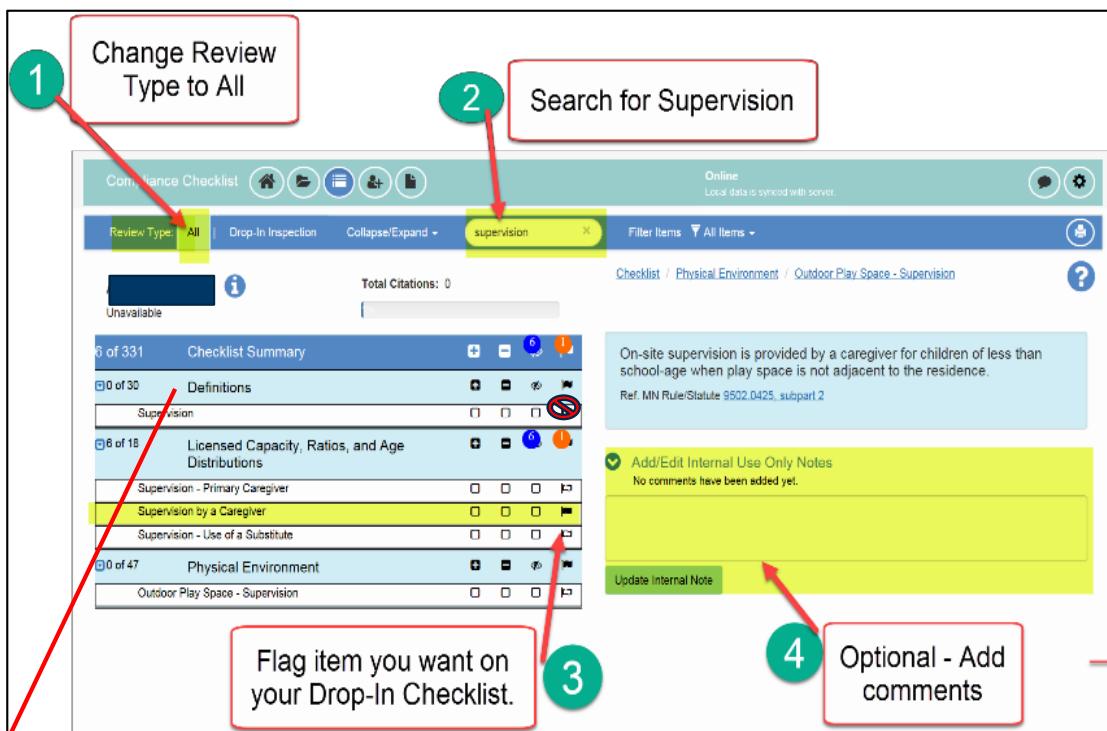
2. Go to the checklist.

Using the Electronic Checklist Navigation

The selections on the left of the top bar allow you to move back and forth between:

- List of Your Checklists shows which checklists you have locally in this device
- Provider Profiles shows Review and Provider information

3. Customize the checklist by following the steps 1 through 4 (pictured below). If needed, see additional details on this in the Investigation section of this manual. The process is the same.



! A citation cannot be issued to a definition so use caution when flagging items not to flag from this section. The example above shows that the definition of supervision is not flagged even though it does come up in the search.

An example -A list of potential items is created through the search of the term hazard.

The screenshot shows the 'Compliance Checklist' software interface after searching for the term 'hazard'. A red box labeled '1' points to the search bar, which contains 'hazard'. A red box labeled '2' points to the 'Search Results' table, which lists items under 'Licensing Process', 'Behavior Guidance', 'Physical Environment', and 'Sanitation and Health'. The 'Hazardous condition' item under 'Licensing Process' is highlighted with a yellow background. A red box labeled '3' points to the 'Add/Edit Non Public Checklist Notes' section, which is currently empty. A red arrow points from the bottom of the '3' box down to a callout box.

4. Select the Drop-In Inspection tab.

Review Type: All | Drop-In Inspection | Collapse/Expand | Search | Filter Items | All Items | Online | Local data is synced with server | Chat | Settings

Unavailable

0 of 0 Checklist Summary

0 of 0 Licensed Capacity, Ratios, and Age Distributions

Supervision by a Caregiver

0 of 0 Physical Environment

PV Fire Extinguisher Near Kitchen

Fire Extinguisher - Last Service

0 of 0 Sanitation and Health

Hazardous Activity Materials are Out of Reach

Water Temperature

0 of 0 Correction Orders and Conditional Licenses

Requirement to Post Correction Order

0 of 0 Caregiver Qualifications and Training

Child Development and Learning and Behavior Guidance Training - Annual

First Aid - Frequency

CPR - Frequency

SUID

AHT

SUID and AHT - Frequency

SUID and AHT - Off Year

Supervising For Safety - Ongoing

0 of 0 Cribs - All

SUID - Safe Sleep Space

Summary For: Licensed Capacity, Ratios, and Age Distributions

Item Status | Amount

Met | 0

15 items have been identified for this drop in visit.

Important reminders:

- * Keep the flag on your checklist items. This will be a way for you to sort and review at a later date if needed.
- * If you are at the visit and determine a licensing violation that is not on your customized checklist.

1. Change review type to : ALL.

2. Find item, flag item, and identify item as unmet.

5. From the Home screen, upload the Drop-In Inspection Checklist. This checklist is ready for use.

Compliance Checklist | Home | Checklist | Device | User | Help | Online | Local data is synced with server | Chat | Settings

Your Checklists

Current Checklist: [REDACTED]

Open	Review Id	License Holder	License Type	Review Type	Review Status	Sync Status	Date Started	License ID	Review Actions
Open	5911	[REDACTED]	Group Family Day Care (C2)	Drop-In Inspection	In Progress	✓	04/29/2021	[REDACTED]	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Review Actions </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Actions for Review 5911 </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Upload Checklist </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Retrieve Checklist </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Remove From Device </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Delete From DHS </div>

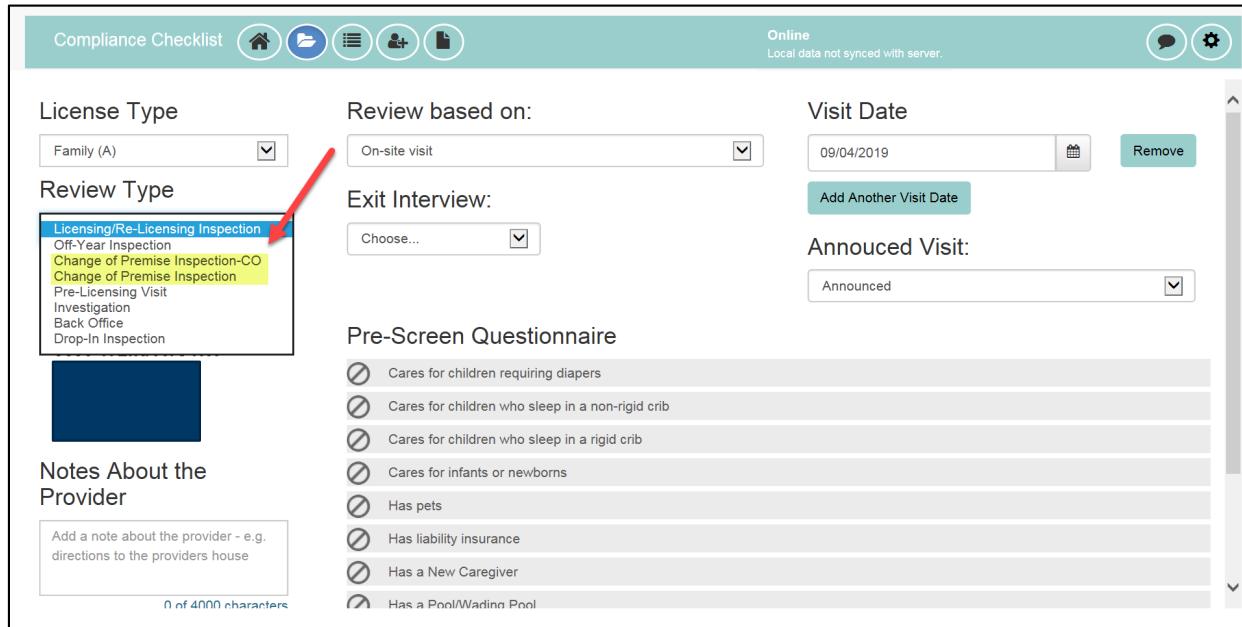
+ Add a Review to this Device

Once your checklist is uploaded and in sync with the DHS server, log out of ELICI

Change of Premise and Change of Premise CO

There are two options for Change of Premise in ELICL.

1. Change of Premise: Use this visit type when the provider is not operating at the new site. A Change of Premise Review document will generate for any unmet items. These items will not show on LIL.
 2. Change of Premise – CO: Use this visit type when the provider is operating with children in care at the new site prior to licensure. Cite 245A.04, subd. 7a(a) as the violation. A correction order will generate for any violations during this visit. These items will show on LIL.
- * Please note- there is the capability to change the review type from Change of Premise to Change of Premise CO in the middle of the review without pulling a new checklist over.



The screenshot shows the 'Compliance Checklist' interface. At the top, there are icons for Home, Log In, Reports, Staff, and Checklist. The status bar indicates 'Online' and 'Local data not synced with server'. On the left, there's a 'License Type' dropdown set to 'Family (A)'. In the center, 'Review based on:' is set to 'On-site visit'. To the right, 'Visit Date' is set to '09/04/2019' with a 'Remove' button. Below that is a 'Add Another Visit Date' button. Under 'Review Type', a dropdown menu is open, showing 'Licensing/Re-Licensing Inspection' (selected), 'Off-Year Inspection', 'Change of Premise Inspection-CO' (highlighted in yellow and has a red arrow pointing to it), 'Change of Premise Inspection', 'Pre-Licensing Visit', 'Investigation', 'Back Office', and 'Drop-In Inspection'. Below this is a large blue rectangular area. To the right of the dropdown is 'Exit Interview:' with a 'Choose...' dropdown. Under 'Announced Visit:', a dropdown is set to 'Announced'. At the bottom left is a 'Notes About the Provider' section with a text area containing 'Add a note about the provider - e.g. directions to the providers house' and a character counter '0 of 4000 characters'. On the right, there's a 'Pre-Screen Questionnaire' with a list of items: 'Cares for children requiring diapers', 'Cares for children who sleep in a non-rigid crib', 'Cares for children who sleep in a rigid crib', 'Cares for infants or newborns', 'Has pets', 'Has liability insurance', 'Has a New Caregiver', and 'Has a Pool/Wading Pool'. Each item has a checkbox to its left.

The following is a sample of unmet items during a Change of Premise inspection. These items will not show on LIL.

Correction Order 12928

Finalize correction order

Click on the Edit Icon within a violation to add detail text.

1. Citation: Minnesota Rules, part 9502.0425, subpart 7.C
Violation: Combustible items were within 36 inches of the furnace or other heat source.

2. Citation: Minnesota Rules, part 9502.0425, subpart 7.F
Violation: Exterior doors and windows used for ventilation in summer months were not screened.

3. Citation: Minnesota Rules, part 9502.0425, subpart 18, item A
Violation: Residence did not meet all guidelines related to electrical services;
A. Electrical receptacles accessible to children under first grade were not tamper proof or shielded

Combustible items are kept at least 36 inches from the furnace or other heating sources.
Ref. MN Rule/Statute [9502.0425, subpart 7.C](#)

Evidence documents have not been added
Add/Manage Evidence Documents

Add/Edit Non Public Checklist Notes
No notes have been added yet.

Edit/Review Correction Order Text
CITATION
Minnesota Rules, part 9502.0425, subpart 7.C

VIOLATION

CHANGE OF PREMISE REVIEW
HUMAN SERVICES LICENSING ACT, CHAPTER 245A

Family Child Care 9502.0300 - 9502.0445 Class:

Provider Information: 

Licensing Worker: Linda2 Lundstrom

On 09/04/2019, a visit was made to determine compliance with the provisions of Minnesota Statutes/Rules prior to relocating your program. The following items were documented and must be corrected prior to relocating your program. Please submit in writing, documentation of how these items have been corrected and the date the corrections were made. Sign and date this form and return it to your licensor prior to relocating your program. Your signature certifies that all the corrections listed below have been made.

	Citation Stat/Rule	Item Description	Deadline for Correction	Date Corrected	How Corrected
1	Minnesota Rules, part 9502.0425, subpart 7.C	Combustible items were within 36 inches of the furnace or other heat source.	09/30/2019		
2	Minnesota Rules, part 9502.0425, subpart 7.F	Exterior doors and windows used for ventilation in summer months were not screened.	09/30/2019		
3	Minnesota Rules, part 9502.0425, subpart 18, item A	Residence did not meet all guidelines related to electrical services; A. Electrical receptacles accessible to children under first grade were not tamper proof or shielded	09/30/2019		

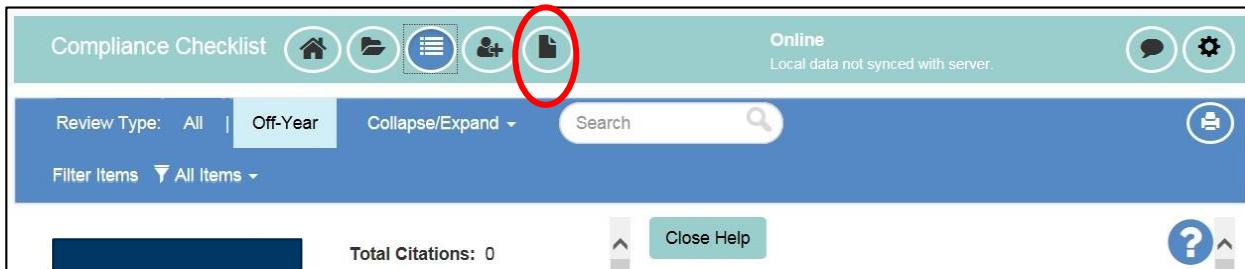
Determination

Annual Checklist No Licensing Violations

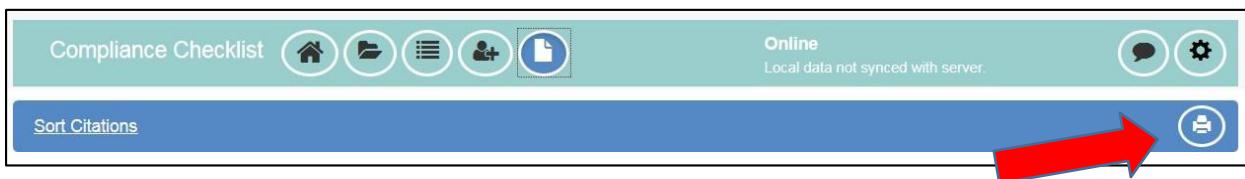
ELICI will generate a Licensing Review Report letter when the visit results in no violations.

To generate this letter follow the steps below:

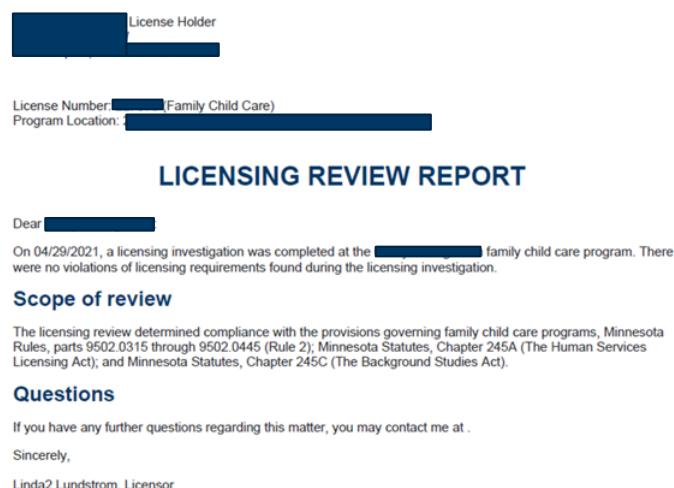
1. Click on the correction order icon.



2. Click on the printer icon.



3. A new window should open displaying the document.



4. Use the print function in the browser to print the document or electronically email it to the provider.

Annual Checklist with Fix-It Ticket

How Fix-It Ticket items will appear in ELICI

The sample picture below demonstrates a Fix-It Ticket item as it appears in ELICI. There are two line items for the same regulation. The first line item is the “parent” item that when marked unmet will issue a correction order (marked A in the picture). The second is the Fix-It Ticket [Fxt] item (marked B in the picture) that when marked unmet will issue a Fix-It Ticket. **Select only one line item of the two (either A or B shown in the example below).**

For each Fix-it Ticket eligible violation, we have included instructions that show up on the right-hand side of the tool when that Fix-it Ticket item is clicked.

The screenshot shows the ELICI Compliance Checklist interface. The left pane displays a list of inspection items under 'Activities and Equipment'. Two items are highlighted with red circles and labeled 'A' and 'B': 'First Aid Kit Contains Required Items' (marked with a red circle 'A') and '[FXT] First-Aid Kit Contains Required Items' (marked with a red circle 'B'). A red arrow points from the label 'B' to the '[FXT]' item. The right pane shows detailed instructions for the '[FXT]' item, including a list of required items: ice pack and/or cold pack, oral or surface thermometer, mild liquid soap, tape, and first-aid manual. A red arrow also points from the text 'Ineligible due to previous violation or current review type' to the right pane. The interface includes a top navigation bar with 'Compliance Checklist' and various icons, and a bottom section for 'INSTRUCTIONS' and 'THE PROVIDER HAS A PREVIOUS VIOLATION'.

Item	Description	Status
First Aid Kit Contains Required Items	First Aid Kit Contains Required Items	Unmet (marked with a red circle 'A')
[FXT] First-Aid Kit Contains Required Items	[FXT] First-Aid Kit Contains Required Items	Unmet (marked with a red circle 'B')

INSTRUCTIONS
During a licensing/relicensing/off-year inspection, issue a Fix-It Ticket if one item from the list of required items is missing from the first aid kit and the license holder was not issued a CO or a Fix-It Ticket for this violation at the previous licensing/relicensing/off-year inspection.

THE PROVIDER HAS A PREVIOUS VIOLATION:

Open Previous Violations

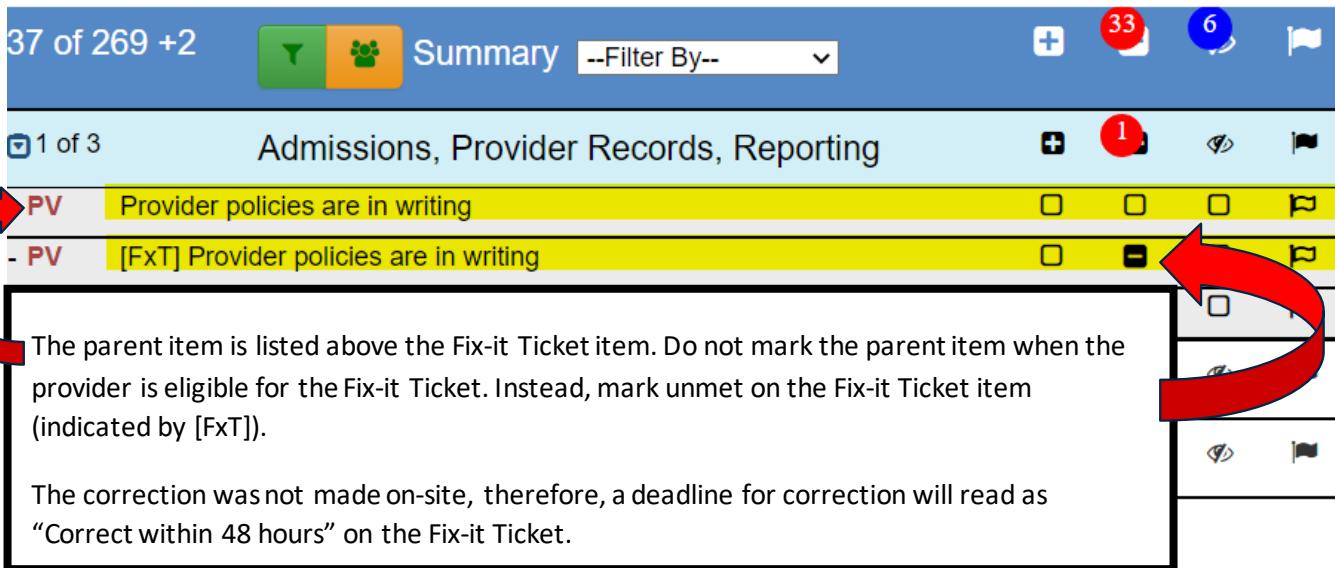
Evidence documents have not been added

Add/Manage Evidence Documents

Add/Edit Non Public Checklist Notes
No notes have been added yet.

How to Mark a Fix-It Ticket Violation in ELICI:

Example One: Provider updated her policies and updated policies were not in writing. Provider is eligible for a Fix-It Ticket for this item. Corrections were not made during the visit.



37 of 269 +2 Summary --Filter By-- 33 6

1 of 3 Admissions, Provider Records, Reporting 1

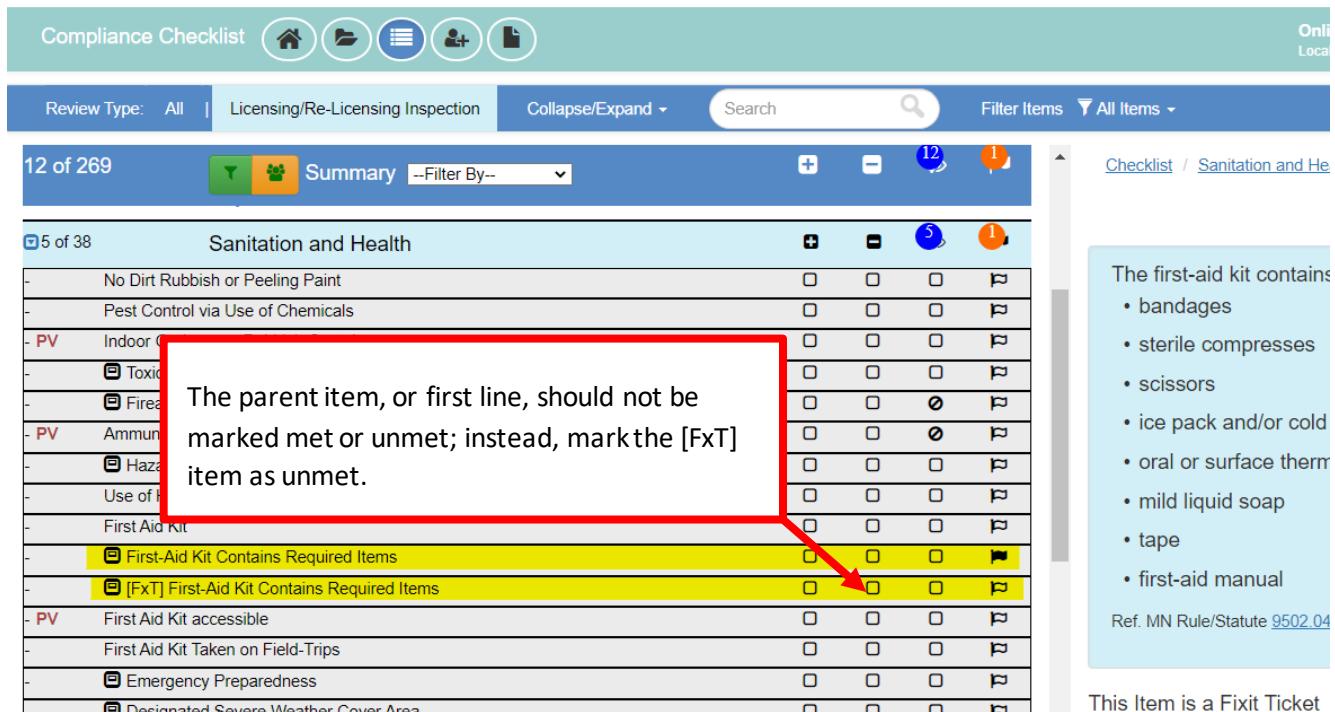
PV Provider policies are in writing

- PV [FxT] Provider policies are in writing

The parent item is listed above the Fix-it Ticket item. Do not mark the parent item when the provider is eligible for the Fix-it Ticket. Instead, mark unmet on the Fix-it Ticket item (indicated by [FxT]).

The correction was not made on-site, therefore, a deadline for correction will read as "Correct within 48 hours" on the Fix-it Ticket.

Example Two: The provider did not have mild liquid soap in her first aid kit and corrected this on-site. The provider is eligible for a Fix-it Ticket for this item.



Compliance Checklist Online

Review Type: All | Licensing/Re-Licensing Inspection Collapse/Expand Search Filter Items All Items

12 of 269 Summary --Filter By-- 12 !

5 of 38 Sanitation and Health 5 !

- No Dirt Rubbish or Peeling Paint

- Pest Control via Use of Chemicals

- PV Indoor Cleaning

- Toxic Chemicals

- Fire Extinguisher

- PV Ammunition

- Hazardous Materials

- Use of Chemicals

- First Aid Kit

- First-Aid Kit Contains Required Items

- [FxT] First-Aid Kit Contains Required Items

- PV First Aid Kit accessible

- First Aid Kit Taken on Field-Trips

- Emergency Preparedness

- Designated Severe Weather Cover Area

The first-aid kit contains:

- bandages
- sterile compresses
- scissors
- ice pack and/or cold
- oral or surface therm
- mild liquid soap
- tape
- first-aid manual

Ref. MN Rule/Statute [9502.04](#)

This Item is a Fixit Ticket

Sub-items for The first-aid kit contains all required items.

Showing ALL sub-items (no filtering).

Bandages (first-aid)	<input type="checkbox"/> Met	<input type="checkbox"/> Unmet	<input type="checkbox"/> Not Reviewed
Sterile Compresses (first-aid)	<input type="checkbox"/> Met	<input type="checkbox"/> Unmet	<input type="checkbox"/> Not Reviewed
Scissors (first-aid)	<input type="checkbox"/> Met	<input type="checkbox"/> Unmet	<input type="checkbox"/> Not Reviewed
Ice Pack/Cold Pack (first-aid)	<input type="checkbox"/> Met	<input type="checkbox"/> Unmet	<input type="checkbox"/> Not Reviewed
Thermometer (first-aid)	<input type="checkbox"/> Met	<input type="checkbox"/> Unmet	<input type="checkbox"/> Not Reviewed
Mild Liquid Soap (first-aid)	<input type="checkbox"/> Met	<input checked="" type="checkbox"/> Unmet	<input type="checkbox"/> Not Reviewed
Tape (first-aid)	<input type="checkbox"/> Met	<input type="checkbox"/> Unmet	<input type="checkbox"/> Not Reviewed
Manual (first-aid)	<input type="checkbox"/> Met	<input type="checkbox"/> Unmet	<input type="checkbox"/> Not Reviewed

Save Marked Sub-items Cancel

In this example, there are multiple items to this regulation. Find the one that applies and select unmet.

Compliance Checklist      Online
Local data not synced with server.

Review Type: All | Licensing/Re-Licensing Inspection | Collapse/Expand | first | Filter Items | All Items ▾

Total Citations: 27

37 of 269 +2   Summary  Filter By --

 33  6

2 of 38 Sanitation and Health  2

- First Aid Kit 

- PV  First-Aid Kit Contains Required Items 

- PV  [Fxt] First-Aid Kit Contains Required Items 

- First Aid Kit accessible 

- PV First Aid Kit Taken on Field-Trips 

1 of 30 Caregiver Qualifications and Training  1

- PV  [TA] First Aid- Initial 

- PV Pediatric First Aid - Qualified Trainer 

- PV  [TA] First Aid - Frequency 

No notes have been added yet.

Edit/Review Correction Order Text

CITATION
Minnesota Rules, part 9502.0435, subpart 7

VIOLATION
First-aid kit was missing:

- mild liquid soap

ADD TEXT Click to add custom text to the correction order.

Add Violation Text

 Corrected on-site



In this example, the provider added mild liquid soap to the first aid kit while the licensor was there. When corrected on-site, click the box Corrected on-site.

DO NOT PUBLISH THE CHECKLIST until it has been determined that the Fix-it Ticket item was corrected or the time has lapsed and non-compliance has been determined (See Fix-it Ticket Resulting in a Correction Order below).

Issuing a Fix-It Ticket

1. Go to the Correction Order Icon
2. Go to the Fix-it Tickets tab
3. Enter the date issued
4. Enter the correction date (the FIT will print “Correct within 48 hours” regardless of the date entered)

The screenshot shows the 'Compliance Checklist' software interface. At the top, there are several icons: a house, a folder, a list, a person, and a lock (circled in red). Below these are buttons for 'Correction order: 1' and 'Fixit Tickets' (also circled in red). The top right shows 'Online' status and a message: 'Local data is synced with server.' The navigation bar includes 'Checklist / Physical Environment / [FIT] Basement is safe' and a help icon.

Fixit Ticket Items

Date Fixit Ticket Issued: 09/09/2019

Click on the Edit Icon within a Fixit Ticket Item to add detail text.

1. Statute/Rule: Minnesota Rules, part 9502.0425, subpart 1.B

Assistance Item: The basement was hazardous.

INSTRUCTIONS

During a licensing/relicensing/off-year inspection, issue a Fix-It Ticket if the provider has an egress window(s) in the basement that has not been cleared of snow that fell within the previous 24 hours and the license holder was not issued a CO or a Fix-It Ticket for this violation at the previous licensing/relicensing/off-year inspection.

Evidence documents have not been added

[Add/Manage Evidence Documents](#)

[Add/Edit Non Public Checklist Notes](#)
No notes have been added yet.

[Edit/Review Correction Order Text](#)

CITATION

Minnesota Rules, part 9502.0425, subpart 1.B

VIOLATION

The basement was hazardous.

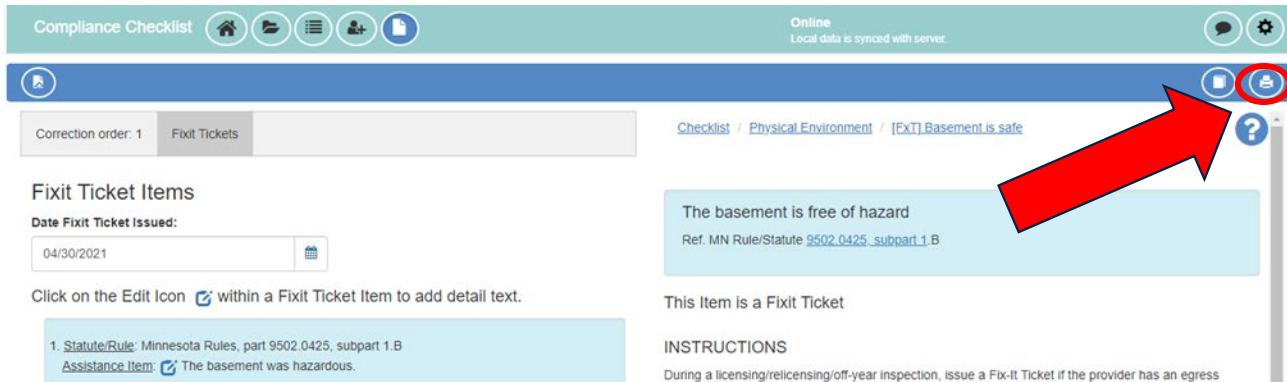
Basement egress filled with snow.

34 of 2000 characters

Fix It ticket items show up here. You can now print the [Fit]. Enter in Date issued and to correct violation by.

A red box highlights the 'Fix It ticket items show up here. You can now print the [Fit]. Enter in Date issued and to correct violation by.' text. A red arrow points from this text to the 'VIOLATION' section.

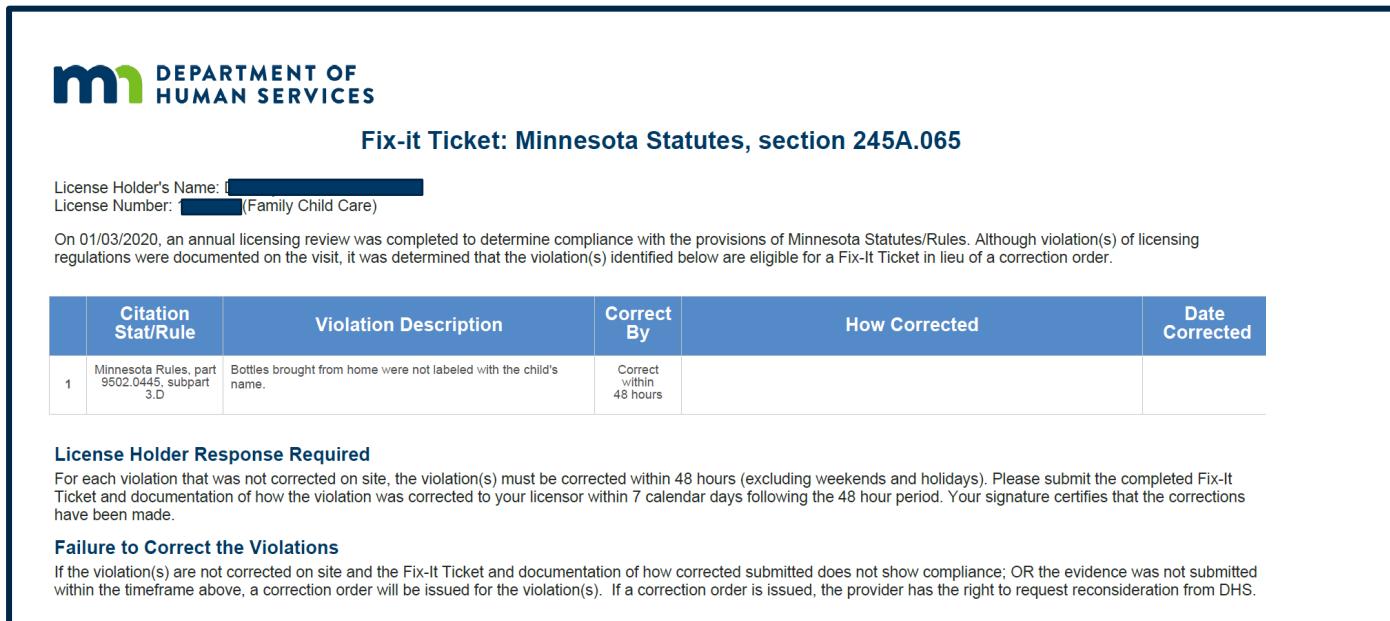
5. Click on the printer icon to print preview



The screenshot shows the 'Fixit Ticket Items' section of the software. It includes a date field ('Date Fixit Ticket Issued: 04/30/2021'), a note ('Click on the Edit Icon  within a Fixit Ticket Item to add detail text.'), and a list of items. One item is highlighted: '1. Statute/Rule: Minnesota Rules, part 9502.0425, subpart 1.B Assistance Item:  The basement was hazardous.' A red arrow points to the printer icon in the top right corner of the toolbar.

6. Print the Fix-it Ticket

Fix-it Ticket looks like this:



DEPARTMENT OF HUMAN SERVICES

Fix-it Ticket: Minnesota Statutes, section 245A.065

License Holder's Name: [REDACTED]
 License Number: [REDACTED] (Family Child Care)

On 01/03/2020, an annual licensing review was completed to determine compliance with the provisions of Minnesota Statutes/Rules. Although violation(s) of licensing regulations were documented on the visit, it was determined that the violation(s) identified below are eligible for a Fix-It Ticket in lieu of a correction order.

Citation Stat/Rule	Violation Description	Correct By	How Corrected	Date Corrected
1 Minnesota Rules, part 9502.0445, subpart 3.D	Bottles brought from home were not labeled with the child's name.	Correct within 48 hours		

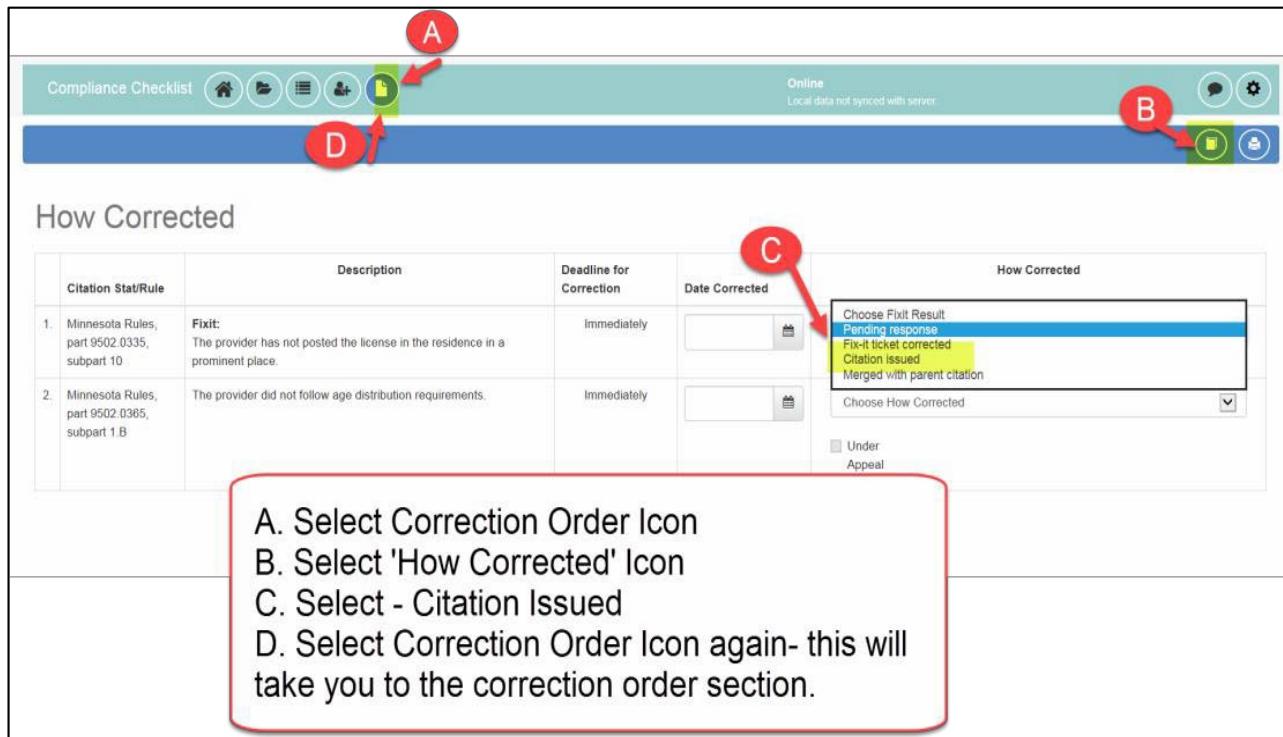
License Holder Response Required
 For each violation that was not corrected on site, the violation(s) must be corrected within 48 hours (excluding weekends and holidays). Please submit the completed Fix-It Ticket and documentation of how the violation was corrected to your licensor within 7 calendar days following the 48 hour period. Your signature certifies that the corrections have been made.

Failure to Correct the Violations
 If the violation(s) are not corrected on site and the Fix-It Ticket and documentation of how corrected submitted does not show compliance; OR the evidence was not submitted within the timeframe above, a correction order will be issued for the violation(s). If a correction order is issued, the provider has the right to request reconsideration from DHS.

Fix-It Ticket Resulting in a Correction Order

IF a Fix-it Ticket item is not corrected within the required timeframe, issue a correction order for this violation.

1. Log into ELICI and open up the checklist where the Fix-it Ticket was issued from
2. Select the correction order icon and follow A-D in the image below



3. Go to newly created Correction Order

Notice in the sample below, a correction order was previously issued and a new one has now been created (Correction Order 2) for failure to respond to the Fix-it Ticket in 48 hours.

Follow the steps from A-F to issue and finalize the new correction order.

The screenshot shows the 'Compliance Checklist' software interface. At the top, there are navigation icons and a status bar indicating 'Online' with 'Local data not synced with server'. Below the header, there are tabs for 'Correction order: 1' and 'Correction order: 2'. A red arrow labeled 'A' points to the 'Correction order: 2' tab. Another red arrow labeled 'B' points to the 'Correction Order Details' section. A red arrow labeled 'C' points to the 'Deadline for Correction' field. A red arrow labeled 'D' points to the 'Print' and 'Upload' buttons in the top right. A red arrow labeled 'F' points to the 'Finalize correction order' button. A callout box in the bottom left corner lists the steps A-F.

Correction Order 1605

Correction Order Details

Date Correction Order Issued: 07/05/2018

Return to Agency By: 07/11/2018

Click on the Edit Icon within a violation to add detail text.

1. **Citation:** Minnesota Rules, part 9502.0335, subpart 10
Violation The provider has not posted the license in the residence in a prominent place.

VIOLATION
First-aid kit was missing:
-ice pack or cold pack

ADD TEXT Click to add custom text to the correction order.

Add Violation Text

Corrected on-site

Deadline for Correction 07/04/2018

A. Select Correction Order 2
B. Select Correction Order Details -Enter in Dates for when correction order is issued and to be returned.
C. Enter in any dates for correction and/or violation text.
D. Print CO and copy for your agency
E. UPLOAD your checklist
F. Finalize this correction order when done.

Unmet items

- When an item is out of compliance, select “unmet” for that item. Selecting “unmet” will offer the citation reference and the plain language violation text on the right side of the screen.

The screenshot shows the Compliance Checklist software interface. On the left, a 'Checklist Summary' table lists various categories with counts of unmet items. A red arrow points to the 'Admissions, Provider Records, Reporting' row, which has 1 unmet item. On the right, a detailed view for this item is shown. It includes sections for 'Edit/Review Correction Order Text', 'CITATION' (Minnesota Rules, part 9502.0405, subpart 3), and 'VIOLATION' (Provider did not have written policies available for discussion with parents or the agency). A box labeled 'ADD TEXT Click to add custom text to the correction order.' is present, with a red arrow pointing to it. Below it is a 'Add Violation Text' button.

- A box under the violation text is available to enter custom text regarding the violation. This will not show on LIL; it will only show on the correction order itself. Do not enter names here.

The screenshot shows the same software interface as the previous one, but with custom text entered into the 'ADD TEXT' box. A red arrow points to this box, which contains the text: 'The provider did not have a mat, cot, bed, sofa, or other sleeping arrangement for each toddler in care.' Below this box is a 'CUSTOM TEXT ENTERED HERE' label.

3. At a minimum, select a deadline for correction. If one is not selected, the tool will default to “immediately”.

Compliance Checklist      Online
Local data is synced with server.

Click on the Edit Icon  within a violation to add detail text.

1. **Citation:** Minnesota Rules, part 9502.0345, subpart 2
Violation: The provider has not maintained the privacy of the 1 of 1 (C1) children's records.

2. **Citation:** Minnesota Rules, part 9502.0435, subpart 16, item F
Violation: Provisions for the care of ill children and the administration of medicine were not followed; F. (1) the provider did not obtain written permission from 1 of 1 (C1) parent prior to administering medicine, diapering products, sunscreen lotions, or insect repellents.

3. **Citation:** Minnesota Statutes, section 245A.14, subdivision 10
Violation: The license holder did not obtain written consent from a parent or legal guardian before allowing 1 of 1 (C1) to use a wading pool.

4. **Citation:** Minnesota Statutes, section 245A.14, subdivision 11.a.2
Violation: The license holder did not obtain written consent from a parent or legal guardian before allowing 1 of 1 (C1) to use the swimming pool at the family home or group family day care.

5. **Citation:** Minnesota Statutes, section 245A.14, subdivision 11.a.3
Violation: The license holder did not enter into a written contract with 1 of 1 (C1) parent or legal guardian, agreeing to comply with requirements.

6. **Citation:** Minnesota Statutes, section 245A.14, subdivision 14.b

Minnesota Statutes, section 245A.14, subdivision 11.a.2

VIOLATION
 Manually Edit Text 

The license holder did not obtain written consent from a parent or legal guard use the swimming pool at the family home or group family day care.

ADD TEXT Click to add custom text to the correction order.

Add Violation Text

Corrected on-site

Deadline for Correction 



4. If the violation was corrected on-site, click the Corrected on-site box.

Compliance Checklist      Online
Local data is synced with server.

Review Type: All | Licensing/Re-Licensing Inspection | Collapse/Expand | Search | Filter Items | All Items

Total Citations: 2

14 of 269    Summary      

Category	Description	Count	Actions
0 of 2	Licensing Process	0	   
6 of 11	Licensed Capacity, Ratios, and Age Distributions	6	   
0 of 2	Reporting to Agency	0	   
0 of 6	Behavior Guidance	0	   
1 of 3	Admissions, Provider Records, Reporting	1	   
0 of 10	Activities and Equipment	0	   
1 of 43	Physical Environment	1	   
5 of 38	Sanitation and Health	5	   
1 of 19	Water, Food, and Nutrition	1	   
- PV	Safe Water Supply	0	   
- PV	Safe Well-Water	0	   
- PV	Accessible Drinking Water	0	   
-	Separate/Single-Serve Cups	0	   
- PV	Milk	0	   
- PV	Well-Balanced Meals and Snacks	0	   

THE PROVIDER HAS A PREVIOUS VIOLATION:

Open Previous Violations

Evidence documents have not been added

Add/Manage Evidence Documents

Add/Edit Non Public Checklist Notes
No notes have been added yet.

Edit/Review Correction Order Text

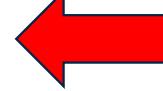
CITATION
Minnesota Rules, part 9502.0445, subpart 1

VIOLATION
There was not a safe water supply in the residence.

ADD TEXT Click to add custom text to the correction order.

Add Violation Text

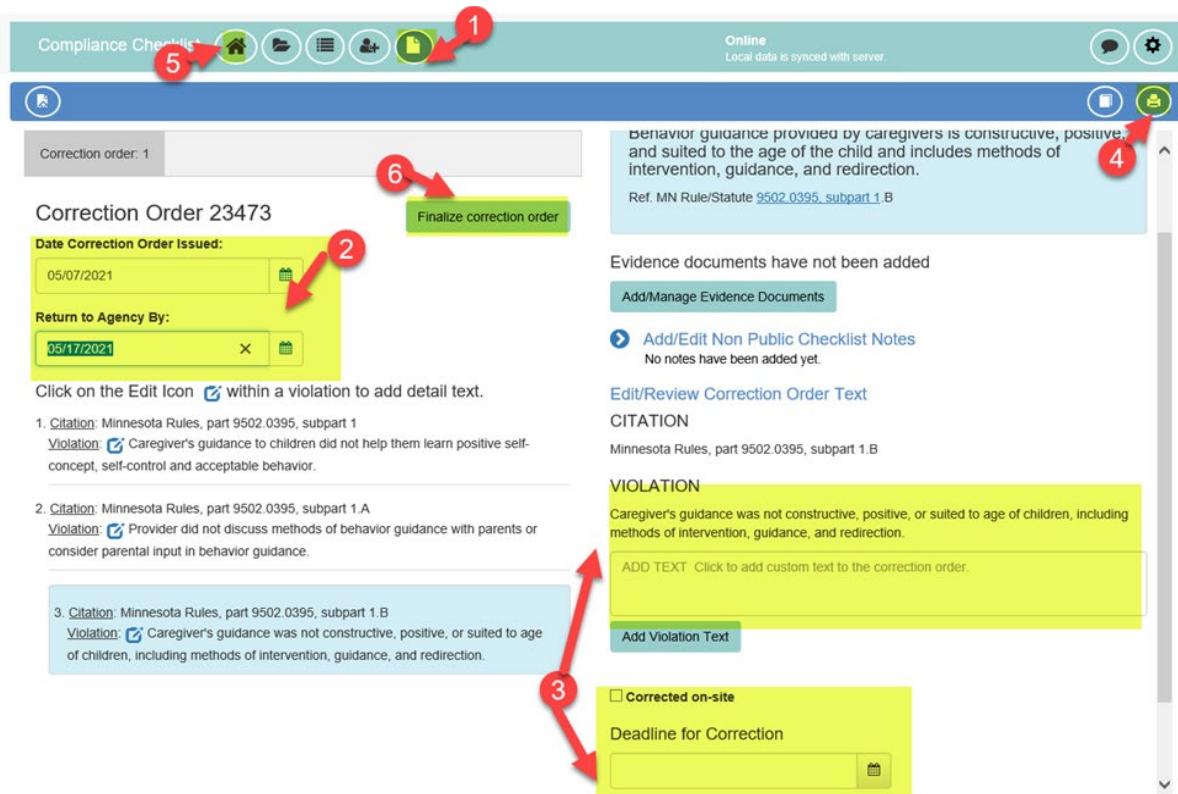
Corrected on-site



Issuing a Correction Order

Once an item is marked unmet, it will create a correction order.

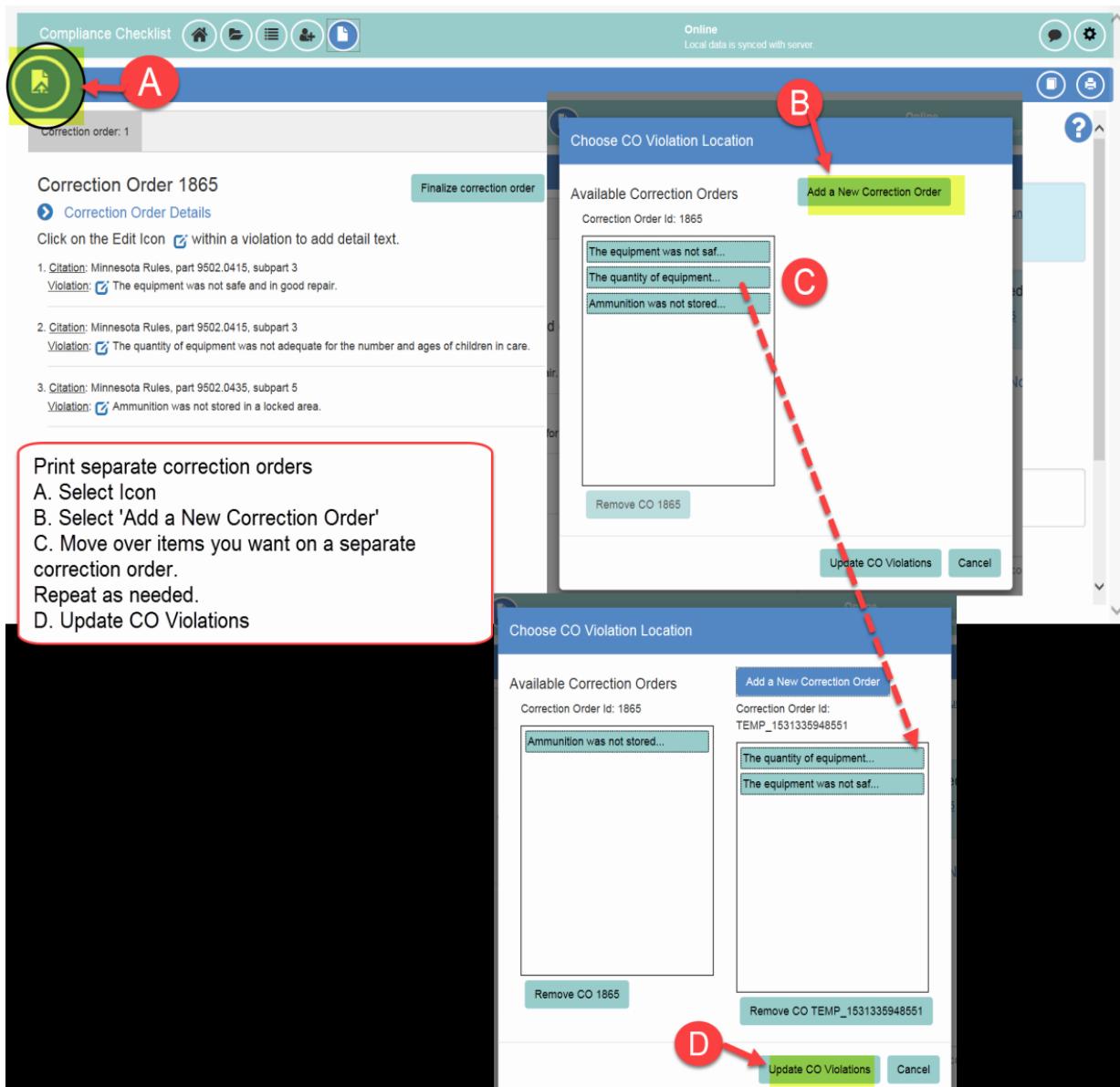
1. Click on the correction order icon
2. Complete the issue date and return to agency date
3. View each violation
 - a. Add pertinent violation text
 - b. Enter a deadline for correction date or correction on-site indication
4. Print preview by clicking on the printer icon to view the document. If the document is accurate, it can be printed.
5. Upload (from the Home screen)
6. Finalize the correction order
7. Publish the checklist (The status of the checklist should now say published with a padlock symbol)
8. Issue the correction order to the provider



Separating items for Issuing Multiple Correction Orders

There is the ability to separate items into multiple correction orders based on deadline for correction. For example, when a fence needs to be installed and it is currently winter or training needs to be completed but the next course isn't offered in the next few weeks. Violations can be separated into ones that need correction now versus items that may take longer to correct.

1. Go the correction order icon
2. Find the correction order with all the violations listed
3. Click on the Manage Correction Orders icon (see A in the picture below)
4. Click on Add a New Correction Order (B)
5. Select the violation(s) to move over and drag and drop them into the right hand side to create a new correction order (C)
6. Update CO Violations (D)
7. Repeat 3-6 for as many violations that need separate correction orders
8. Upload
9. Print preview (if satisfied print them now)
10. Finalize each correction order
11. Upload
12. Publish the checklist
13. Issue copies of all correction orders to the provider



Failure to Comply (With a Previously Issued Correction Order)

When a correction order is issued and the provider fails to respond, issue a correction order for failure to comply.

1. Start in ELMS, find this provider, and choose “visit” to start a new checklist
2. Log into ELICI
3. Select “Start a New Review for this Provider”
4. Enter information on Provider Profile Page
 - a. Review type is “Drop-in Inspection”
 - b. Drop in type is “Other”
 - c. Review based on “Off-site”
 - d. Activity date: Enter the date the violation was created

Compliance Checklist Online
Local data not synced with server.

License Type: Group Family Day Care (C2)

Review based on: Off-site

Activity Date: 11/15/2021

Review Type: Drop-In Inspection

Exit Interview: Choose...

Announced Visit: Unannounced

Drop In Type: Other

Manage Documents:

5. Go to checklist and select “All” under Review Type

Compliance Checklist

Review Type: All

Drop-In Inspection

Collapse/Expand

Total Citations: 0

7 of 373 Summary --Filter By-- 1 6

0 of 36 Definitions

0 of 19 Licensing Process

6. Mark Failure to Comply unmet. To find this item, look for the section labeled Licensing Process and expand it or type in the search feature “comply”.

All items in ELICL will display.

- Additional violation text may be added.
- Enter in deadline for correction.
- A fine for non-compliance can be recommended.

Compliance Checklist

Online
Local data is synced with server.

Review Type: All Drop-In Inspection Collapse/Expand Filter Items ▾ All Items

8 of 373 Summary --Filter By--

Total Citations: 1

1 of 19 Licensing Process

Failure to Comply

0 of 11 Application for Licensure

0 Commissioner's Right of Access

Edit/Review Correction Order Text

CITATION
Minnesota Statutes, section 245A.06, subdivision 3

VIOLATION
The license holder has not corrected the violations specified in the correction order or conditional license.

Failure to correct items identified on Correction Order issued on 4/2/21.

Add Violation Text

Corrected on-site

Deadline for Correction

7. Go to correction order icon
8. Issue the correction order to the provider
9. Upload checklist
10. Finalize the correction order
11. Publish checklist

Temporary Immediate Suspension (TIS) Process

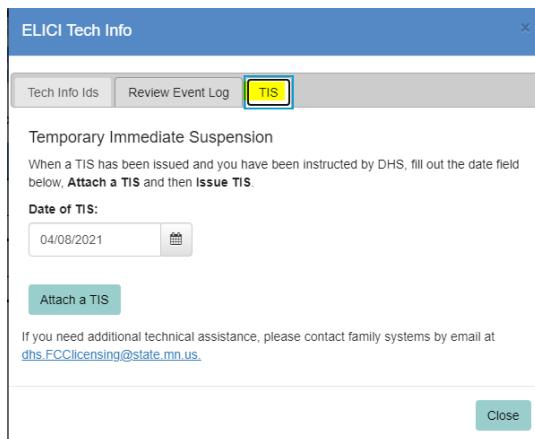
Do not finalize any correction orders on this checklist. Just leave the violations marked unmet.

When issuing a TIS, please consult with a DHS staff member.

Once the TIS is issued and entered into ELMS, the data will transmit after the overnight process and the checklist can be put into the TIS status.

Steps to follow to enter a TIS:

1. Start with the ELICI tech info box found by clicking on the widget in the top right hand corner. 
2. Click on the TIS tab.



The screenshot shows the 'ELICI Tech Info' window. At the top, there are three tabs: 'Tech Info Ids', 'Review Event Log', and 'TIS', with 'TIS' being the active tab and highlighted with a yellow box. The main content area is titled 'Temporary Immediate Suspension'. It contains instructions: 'When a TIS has been issued and you have been instructed by DHS, fill out the date field below. Attach a TIS and then Issue TIS.' Below this is a date input field showing '04/08/2021' with a calendar icon. A blue button labeled 'Attach a TIS' is present. At the bottom, there is a note about contacting 'dhs.FCClicensing@state.mn.us' and a 'Close' button.

3. The screen below will be displayed. Click on Temp Immed Suspension.

Note: If a pop-up window appears that reads “no licensing actions found for this provider”, it means the overnight process of moving the data from ELMS has not happened yet. If it has been more than one day and this message appears, notify us. ELICI will not allow a TIS status until this is resolved.

4. Click on “Attach Selected Action”.



The screenshot shows the 'Licensing Actions' window. At the top, it says 'Choose a Licensing Action Below:'. Below that, it shows 'Licensing Action Id: 42283 - Issue Date: 11/01/2013'. Under 'Action Types:', there is a radio button labeled 'Temp Immed Suspension' with a red arrow pointing to it. At the bottom, there are three buttons: 'Attach Selected Action' (with a large red arrow pointing to it), 'Remove All Licensing Actions', and 'Cancel'.

5. In the next screen (pictured below), enter the date the TIS was served to the provider.
6. Click “Attach a TIS”.

ELICi Tech Info

Tech Info Ids Review Event Log TIS

Temporary Immediate Suspension

When a TIS has been issued and you have been instructed by DHS, fill out the date field below, **Attach a TIS** and then **Issue TIS**.

Date of TIS:

TIS Info

Licensing Action: Temp Immed Suspension; ELICi Id: 67720

Attach a TIS Issue TIS

If you need additional technical assistance, please contact family systems by email at dhs.FCClicensing@state.mn.us.

Close

7. The checklist will then be complete. Review status will say ‘Licensing Action Issued’. Remove checklist from the device.

Shown below is the How Correction Order/How Corrected Screen after TIS is selected.

Checklist with unmet item

Correction order 1

Correction Order 8851 - no co issued

Correction Order Details

Click on the Edit icon within a violation to add detail text.

Correction Order becomes blank for a TIS

Using the Electronic Checklist Navigation

The sections on the left of the top bar allow you to move back and forth between:

- List of Your Checklist shows which checklist you have ready in the device
- Provider Profile shows Provider and Provider information
- Compliance Checklist shows the checklist table on the left
- Add People allows you to build the Staff table and CP key list
- Compliance Data shows the data table on the left
- On the right side of the top bar you will see a list for "Page Database"
- Clear Checklist Data clears changes made to the data table
- Provider Checklist removes the list of providers selected from TIS

How Corrected

Caution Start/Stop Description Deadline for Correction Immediate

1. Minnesota Rules, part 9502.0405. The residence was dirty, had rubbish, or had peeling paint. subpart 1

How Corrected

See Licensing Action

Under Appeal

Add/Manage Evidence Documents Evidence documents have been added

How Corrected auto completes as 'See Licensing Action'

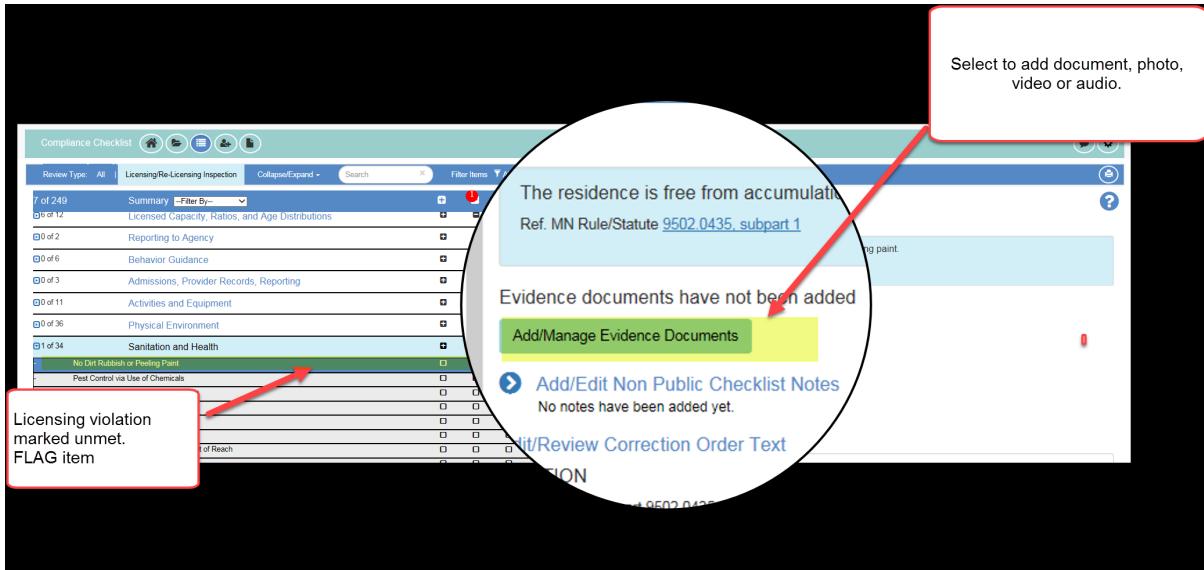
Adding/Manage Evidence and Documents

There is the option of uploading evidence and/or documentation for each item that appears on the checklist. Often, in cases that result in TIS, there are documents, videos, photo, or audio evidence.

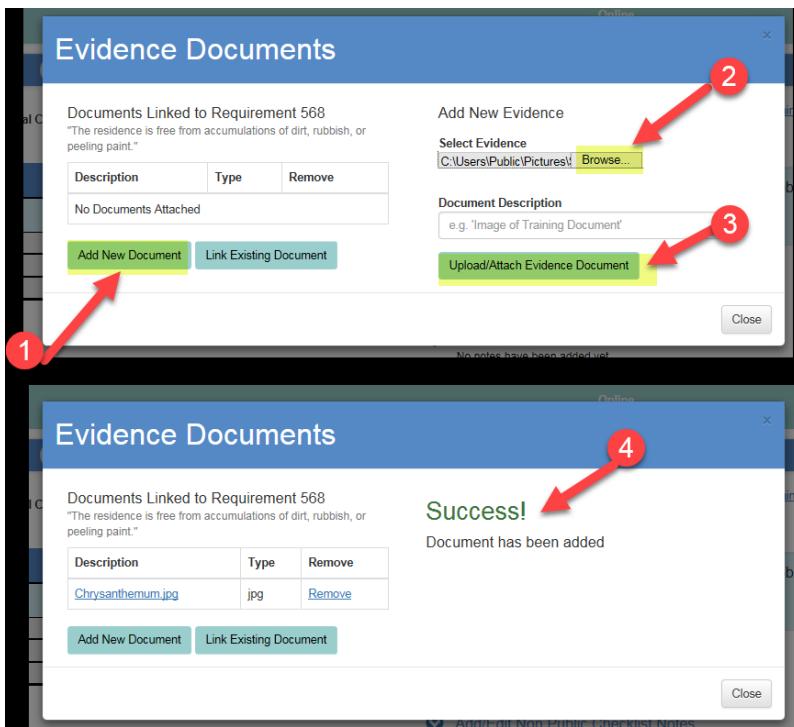
Let's use the example of a home being really dirty and full of garbage.

1. Mark item as met or unmet.
2. On the right hand side of the screen, select "Add/Manage Evidence Documents".

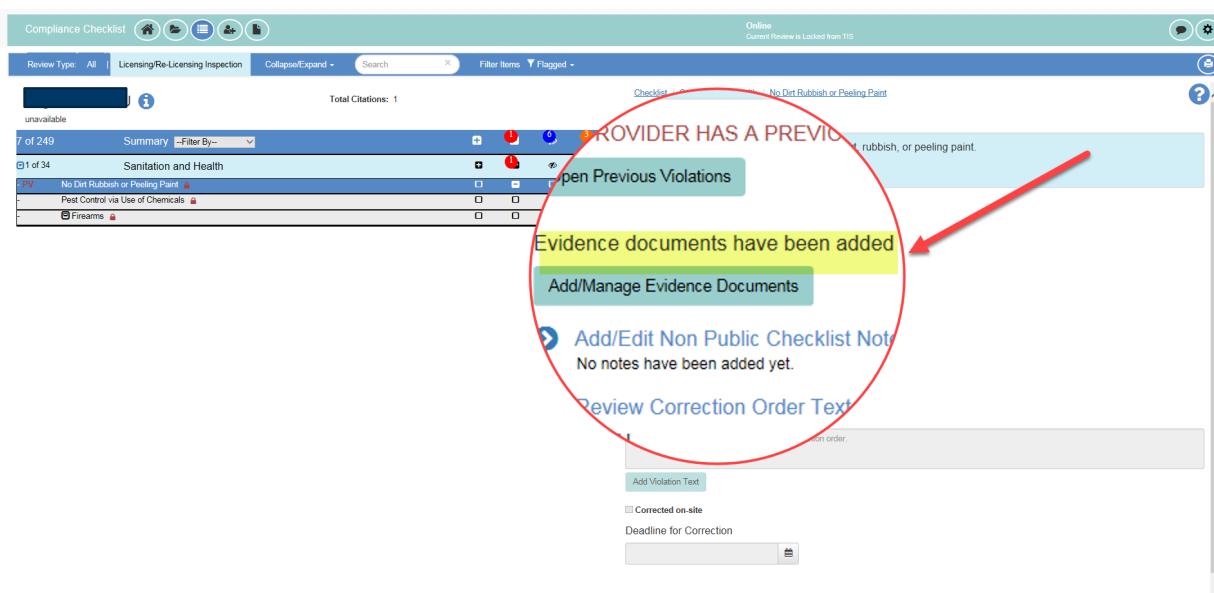
Here's how this feature will look:



3. A pop-up window will open. Click on "Add New Document" (labeled #1 in photo)
4. Click on Browse (labeled #2) and find the evidence documents
5. Enter the document description and click on "Upload/Attach Evidence Documents". (labeled #3)



To verify that ELICI captured the documentation, select the checklist item. ELICI will confirm “Evidence documents have been added” on the right side panel.



How Corrected

Citation Stat/Rule	Description	Deadline for Correction
1. Minnesota Rules, part 9502.0435, subpart 1	The residence was dirty, had rubbish, or had peeling paint.	Immediately

Choose How Corrected

Under Appeal

Add/Manage Evidence Documents Evidence documents have been added

Any item that is uploaded via this method will automatically be sent to DHS's FileNet instantly – in real time. The documents/evidence can be viewed in ELMS under the Mon. Acts tab.

DEPARTMENT OF HUMAN SERVICES

Electronic Licensing Management System (ELMS)

Home | Search | Change Password | Logout

License Details

Logged in as: shan.stewart@state.mn.us

License Name: Refresh Page

Summary | Relationships | Services | License History | **Mon. Acts** | Restrictions | Licensing Actions | Variances | Fines | Service Class Info

Add Monitoring Activity

DHS Next Licensing Review Date:

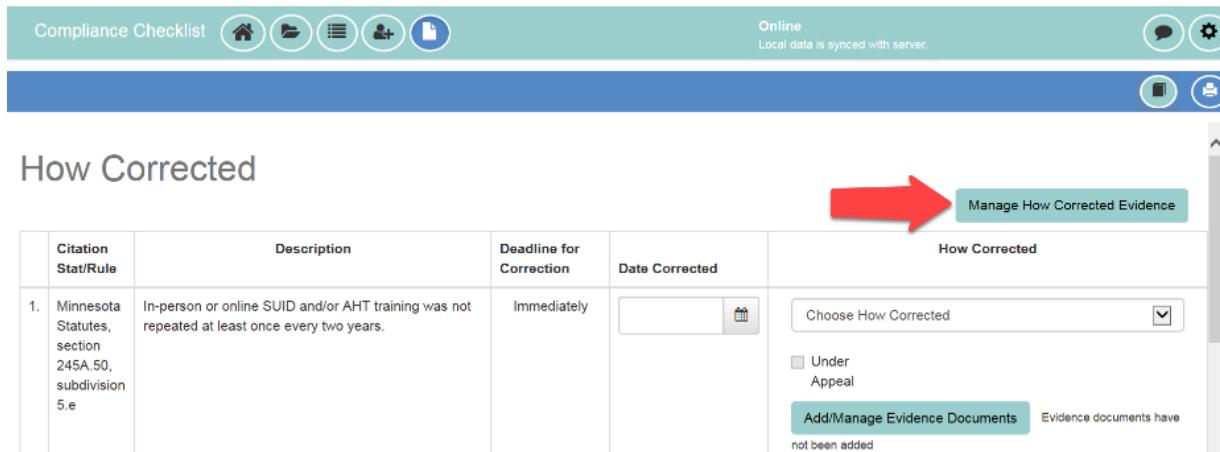
Monitoring Activities from ELICI

Activity Date	Visit Type	Review ID	Outcome	Review Status	On LIL	More Info
05/11/2021	Licensing/Re-Licensing Inspection	5969	Not In Compliance View Fix It Ticket(s) View Violation(s) View Technical Assistance	Published	N	View Review Details View Review Documents View Event Log

Managing How Corrected Evidence

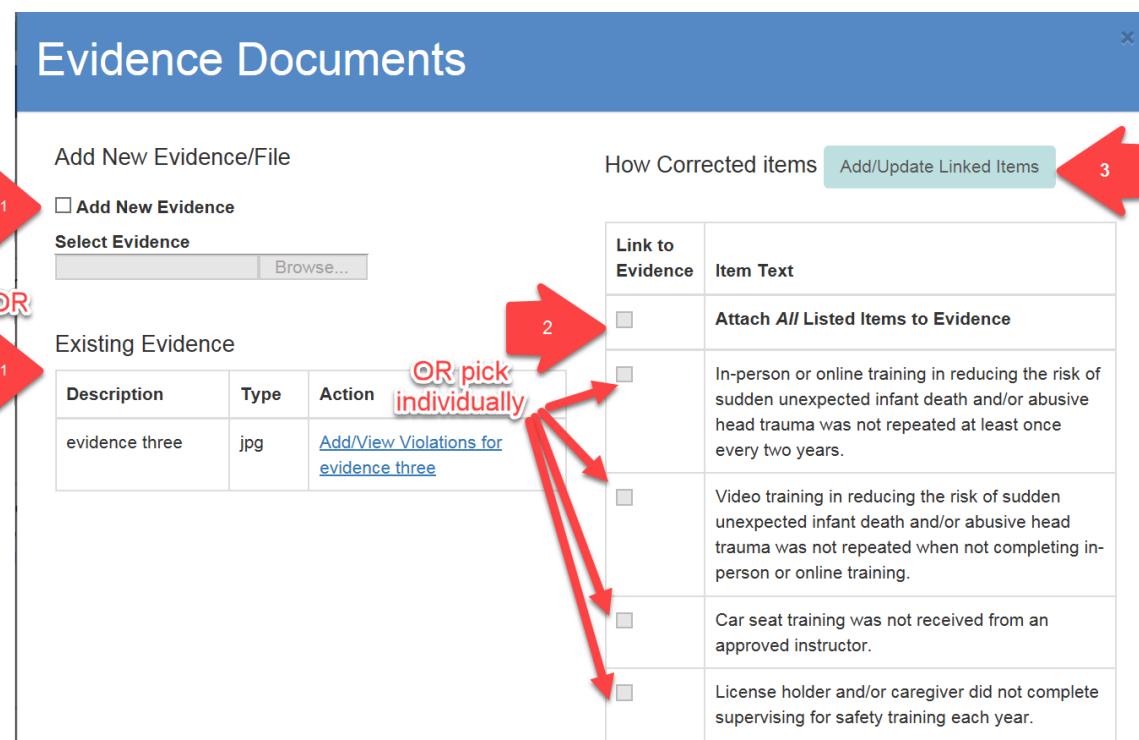
This feature allows the ability to quickly attach the same piece of evidence to each violation that it pertains to. It's accomplished on the How Corrected screen.

Click on the Manage How Corrected Evidence button located on the How Corrected screen.



The screenshot shows the 'How Corrected' screen. At the top, there are navigation icons and a status bar indicating 'Online' with 'Local data is synced with server.' Below this is a blue header bar with two small icons. The main content area is titled 'How Corrected' and contains a table. The table has columns for 'Citation Stat/Rule', 'Description', 'Deadline for Correction', 'Date Corrected', and 'How Corrected'. The 'How Corrected' column contains a dropdown menu with the option 'Choose How Corrected' and a checkbox for 'Under Appeal'. Below the table is a button labeled 'Add/Manage Evidence Documents' with the note 'Evidence documents have not been added'.

1. There are two different options to choose. Add new evidence or selecting existing evidence.
2. On the right hand side of the screen, all violations that are marked are shown. Attach as many as needed by individually clicking the box next to them or clicking the top option of attaching all listed items to the evidence.
3. Click on add/update linked items



The screenshot shows the 'Evidence Documents' screen. It has two main sections: 'Add New Evidence/File' and 'Existing Evidence'. The 'Add New Evidence/File' section includes a checkbox for 'Add New Evidence' and a 'Select Evidence' input field with a 'Browse...' button. The 'Existing Evidence' section shows a table with columns for 'Description', 'Type', and 'Action'. One row in this table is highlighted with the text 'OR pick individually'. The 'Existing Evidence' table has a red arrow pointing to it from the text 'OR pick individually'. The 'How Corrected items' section on the right has a red arrow pointing to it from the text 'OR pick individually'. The 'How Corrected items' section contains a table with columns for 'Link to Evidence' and 'Item Text'. The 'Link to Evidence' column has checkboxes for each item. The 'Item Text' column contains descriptions of violations. A red arrow points to the 'Add/Update Linked Items' button in this section.

Evidence Documents

Add New Evidence/File

Add New Evidence

Select Evidence

How Corrected items

Success!

Your new evidence was successfully added.

Checked items will be attached to jellyfish

Existing Evidence

Description	Type	Action
jellyfish	jpg	Add/View Violations for jellyfish

Link to Evidence	Item Text
<input type="checkbox"/>	Attach All Listed Items to Evidence
<input type="checkbox"/>	Non-grade level escape windows did not meet minimum square footage openings.
<input type="checkbox"/>	Door to attached garage did not meet fire safety requirements.
<input checked="" type="checkbox"/>	Stoves or heaters blocked fire escape paths.
<input type="checkbox"/>	Hot surfaces or heat sources were not protected when in use.
<input type="checkbox"/>	Doors and/or windows did not have screens.
<input type="checkbox"/>	Provider did not comply with seat belt and child passenger restraint system standards.

Completing the How Corrected Function

Pictured below is a **published** checklist. It includes multiple citations and displays examples of the How Corrected feature.

In the example below, green arrows show licensing violations that were resolved on-site prior to the checklist being published. Red arrows identify items the user needs to record how the licensing violation was corrected.

Steps to update How Corrected for a completed checklist.

- A. Open checklist, select correction order icon
- B. Select How Corrected icon
- C. Enter in date corrected and select from the drop- down for how corrected (see the next section)
- D. Upload the How Corrected data
- E. Publish How Corrected when done

Citation Stat/Rule	Description	Deadline for Correction	Date Corrected	How Corrected
1. Minnesota Rules, part 9502.0335, subpart 10	Fixit: The provider has not posted the license in a prominent place.	Immediately	10/15/2018	Fix-it ticket corrected Corrected during on-site visit
2. Minnesota Rules, part 9502.0425, subpart 5	Fixit: Door to attached garage was not self-closing.	10/17/2018	10/31/2018	Citation issued Documentation submitted/Approved <input type="checkbox"/> Under Appeal
3. Minnesota Rules, part 9502.0425, subpart 16	Fire extinguisher was not maintained as required.	10/22/2018	10/31/2018	Documentation submitted/Approved <input type="checkbox"/> Under Appeal
4. Minnesota Rules, part 9502.0425, subpart 18, item A	Residence did not meet all guidelines related to electrical services; A. Electrical receptacles accessible to children under first grade were not tamper proof or shielded.	Immediately	10/15/2018	Corrected during on-site visit <input type="checkbox"/> Under Appeal
5. Minnesota Rules, part 9502.0445, subpart 4 B	Fixit: Food requiring refrigeration was not kept at or below 40 degrees Fahrenheit.	10/17/2018	10/19/2018	Fix-it ticket corrected
6. Minnesota Statutes, section 245A.146, subdivision 3.a	The license holder did not check all their cribs' brand names and model numbers against the U.S. Consumer Product Safety Commission (USCPSC) website annually.	10/17/2018	10/31/2018	Choose How Corrected Documentation Submitted/Approved Documentation Submitted/Pending Approval Not corrected Correction verified during follow-up visit See Licensing Action

How Corrected options

Choose from the drop-down menu items to record the outcome to the violation. Fix-it Ticket items will have different drop-down menu selections (found in the next section).

- a. Documentation submitted/Approved- select this option when a correction order comes back signed from the provider indicating the violation was corrected.
- b. Documentation submitted/Pending Approval- when selecting this option, ELICL will not allow the checklist to Publish the How Corrected. It will remain at this status until the violation is resolved. Some examples where this may be used would be a fence that needs to be installed or training that can't be completed yet.
- c. Not corrected-select this option when the deadline for correction has past and the provider has not responded. Create a new checklist with a violation issued for non-compliance.
- d. Correction verified during follow-up visit- select this option if a follow-up visit shows the violation is resolved.
- e. See Licensing Action- only use this option when DHS instructs to do so.

Compliance Checklist

Online
Local data is synced with server

How Corrected

How Corrected

Citation Stat/Rule	Description	Deadline for Correction	Date
1. Minnesota Rules, part 9502.0425, subpart 1	A minimum of 35 square feet of usable indoor space is not available for each child.	Immediately	Choose How Corrected

Choose How Corrected

- 1 Documentation submitted/Approved
- 2 Documentation submitted/Pending Approval
- 3 Not corrected
- 4 Correction verified during follow-up visit
- 5 See Licensing Action

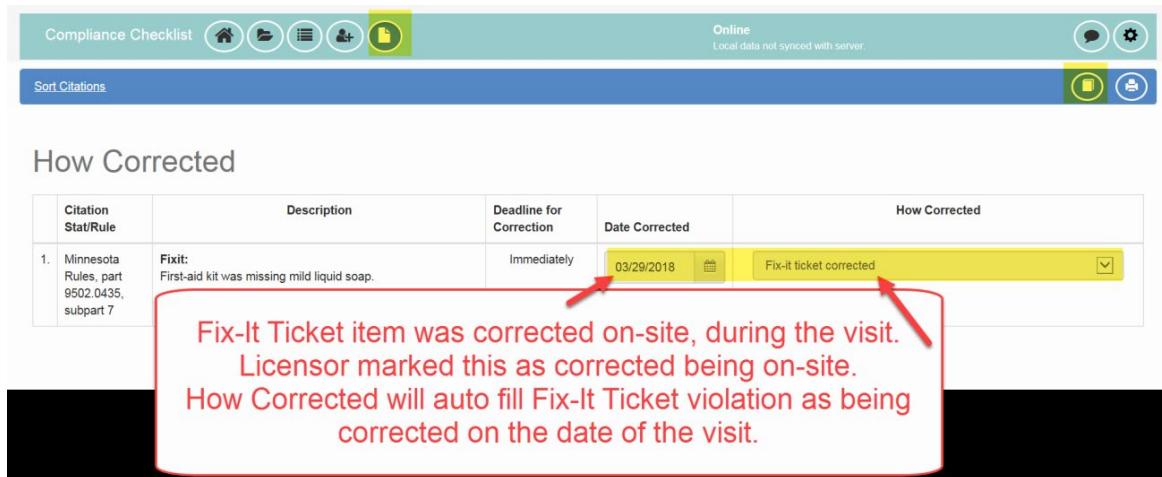
Add/Manage Evidence Documents

Evidence

been added

How Corrected Fix-It Ticket - Corrected On-Site

In this example, the Fix-it Ticket is the only citation and has been corrected on-site. Issue the Fix-it Ticket to the provider.



Compliance Checklist

Online
Local data not synced with server.

Sort Citations

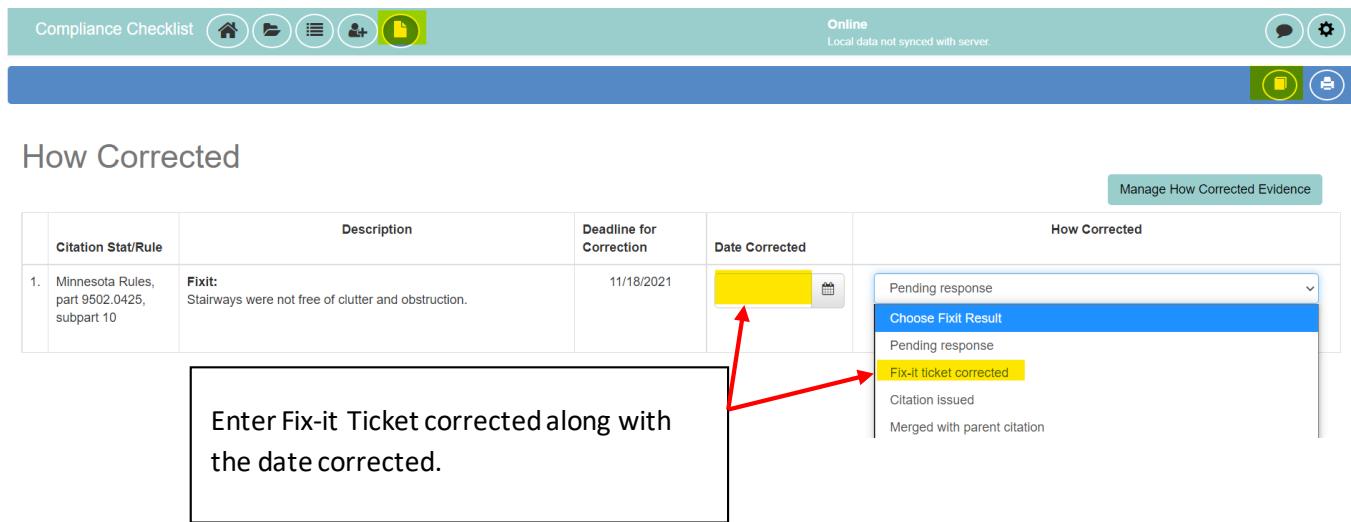
How Corrected

Citation Stat/Rule	Description	Deadline for Correction	Date Corrected	How Corrected
1. Minnesota Rules, part 9502.0435, subpart 7	Fixit: First-aid kit was missing mild liquid soap.	Immediately	03/29/2018	Fix-it ticket corrected

Fix-It Ticket item was corrected on-site, during the visit.
Licensor marked this as corrected being on-site.
How Corrected will auto fill Fix-It Ticket violation as being corrected on the date of the visit.

Fix-It Ticket Item Corrected Within 48 Hours and Documentation Returned

In this example, the Fix-it Ticket is the only citation; violation is resolved within 48 hours.



Compliance Checklist

Online
Local data not synced with server.

How Corrected

Manage How Corrected Evidence

Citation Stat/Rule	Description	Deadline for Correction	Date Corrected	How Corrected
1. Minnesota Rules, part 9502.0425, subpart 10	Fixit: Stairways were not free of clutter and obstruction.	11/18/2021		Pending response

Choose Fixit Result

Fix-it ticket corrected

Enter Fix-it Ticket corrected along with the date corrected.

Fix-It Ticket Item NOT Corrected

In this example, the Fix-it Ticket violation was not resolved and provider did not return documentation of the corrective action within the required time period. A correction order needs to be generated.

Follow A-D in the picture below. In the example, a correction order was previously issued for two other licensing violations. When selecting “Citation issued” from the drop-down menu in the How Corrected, ELICi will create another correction order.

How Corrected

Citation Stat/Rule	Description	Deadline for Correction	Date Corrected	How Corrected
1. Minnesota Rules, part 9502.0335, subpart 10	Fixit: The provider has not posted the license in the residence in a prominent place.	Immediately	<input type="button" value=""/>	<div style="border: 1px solid #ccc; padding: 5px;"><p>Choose Fixit Result</p><p>Pending response</p><p>Fix-it ticket corrected</p><p>Citation issued</p><p>Merged with parent citation</p></div> <p>Choose How Corrected</p> <p><input type="checkbox"/> Under Appeal</p>
2. Minnesota Rules, part 9502.0369, subpart 1.B	The provider did not follow age distribution requirements.	Immediately	<input type="button" value=""/>	

A. Select Correction Order Icon
B. Select 'How Corrected' Icon
C. Select - Citation Issued
D. Select Correction Order Icon again- this will take you to the correction order section.

Follow A-E in the picture below. In our example, the new correction is under the tab “Correction order 2” (marked A).

A. Select Correction Order 2

B. Select Correction Order Details -Enter in Dates for when correction order is issued and to be returned.

C. Enter in any dates for correction and/or violation text.

D. Print CO and copy for your agency

E. Finalize this correction order when done.

Correction Order Citation - Corrected On-Site

In the example, the violation corrected on-site during the visit. Correction order needs to be issued to the provider.

How Corrected auto populates— no entries are required in this section.

How Corrected

Citation Stat/Rule	Description	Deadline for Correction	Date Corrected	How Corrected
1. Minnesota Rules, part 9502.0395, subpart 1	Caregiver's guidance to children did not help them learn positive self-concept, self-control and acceptable behavior.	Immediately	05/07/2021	Corrected during on-site visit

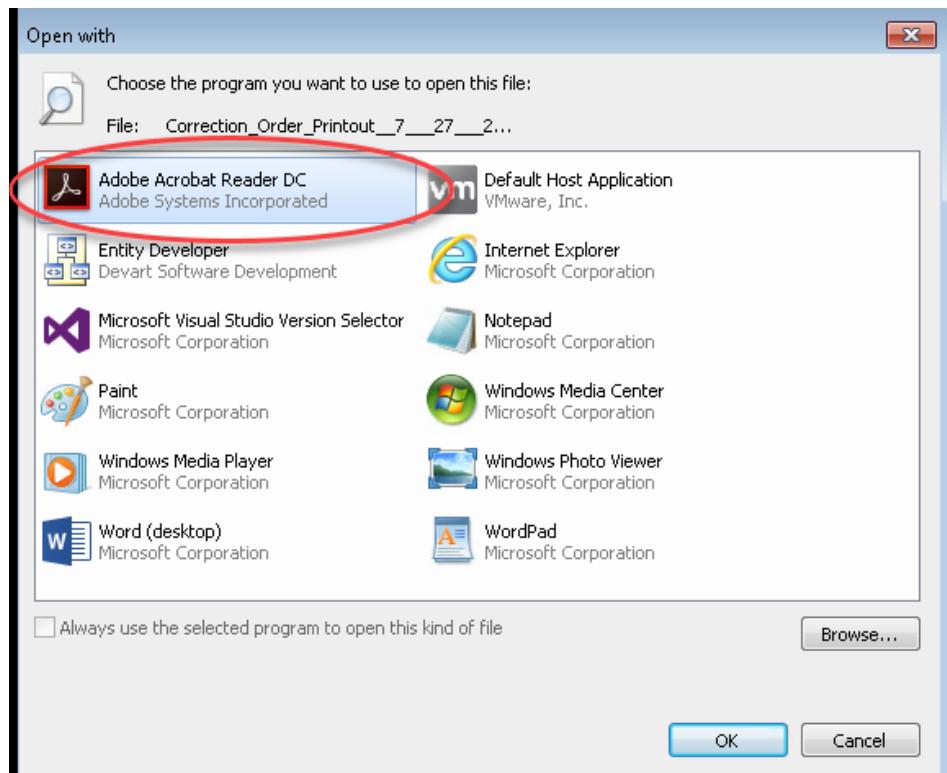
Violation was corrected on-site during the visit and the user marked this as corrected on-site in the checklist. How Corrected will autofill the information.

Miscellaneous

Opening an ELICI PDF in Internet Explorer

ELICI PDF's are sometimes not recognized as such (i.e. the browser doesn't know to open it in a PDF reader).

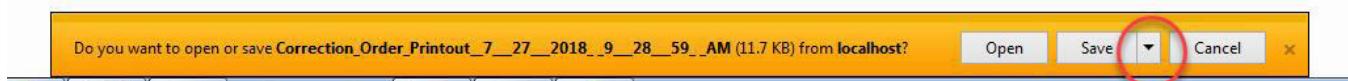
If the browser doesn't know to open it, this window will open:



If the above window opens, the user just needs to click on Adobe Reader (or whatever PDF reader their county uses) and it will open it with that program.

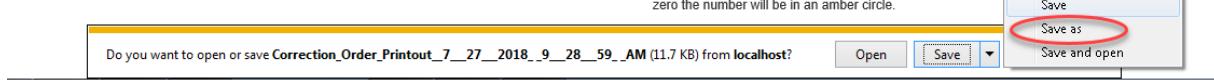
However, some counties are set up so that the window asking them to pick a program (like the one above) doesn't open. In this case, saving it explicitly as a pdf should associate it with the right program and then open it.

1. To do this, click the print button. The following pop-up should show:

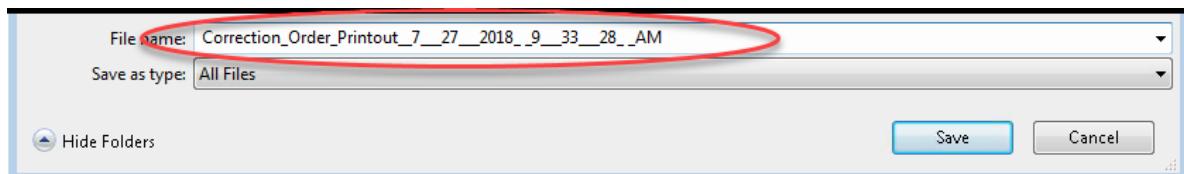


2. Click on the arrow to the right of **Save**

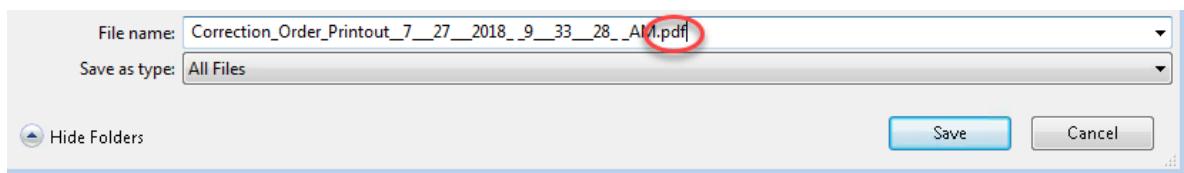
There are also four color coded badges on the right hand side of the ribbon. The first number is a circle. If the number is greater than zero this number will be in a green circle. The second number is the number greater than zero the number will be in a red circle. The third number is the number of items marked. If the number is greater than zero the number will be in a blue circle. The fourth number is the number of zero the number will be in an amber circle.



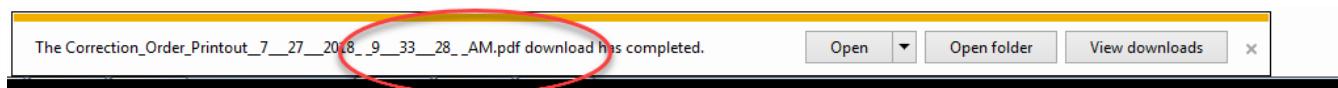
4. The **Save as** dialogue box should pop-up. Choose the folder where the file should save
5. In the Dialogue box, the name should look like this (notice no file extension)



6. Add in the extension **.pdf** (Notice the dot “.” In front of pdf)



8. It should save, and now another pop-up to open should appear (now the “.pdf” should appear, so Internet Explorer should know the file type and be able to open it)



If the same issue happens with Firefox, Chrome or Safari, the same steps may work for them as well.

Troubleshooting Errors

- When logging into ELICI and/or ELMS and it just spins and spins
 - ❖ Clear the browsing history
 - ❖ Note: ELICI will ask to rename the computer after logging in
 - ❖ Add the reviews back to the device
- When logging into ELICI old cases are popping up
 - ❖ Delete the saved website URL for ELICI and re-enter this
<https://compliance.dhs.state.mn.us/login.html>
- If you cannot locate the upload and publish buttons on the How Corrected screen
 - ❖ Verify that you have published the visit by checking the status on the Home screen

Clearing Browsing History

This includes how to clear browsing history cache and cookies in Chrome, Internet Explorer, Safari and Firefox on the computer and iPad.

Prior to clearing, please do the following:

- Upload and remove all checklists on the device. All reviews will be deleted when the browser history is cleared.
- Close all ELICI tabs/windows. If tabs/windows are left open it will disrupt the clearing browser history process.

After clearing, do the following:

- Restart browser (close and reopen).

Chrome (computer users)

[Google Support - Clear Cache & Cookies Computer](#)

1. On the computer, open Chrome.
2. At the top right, click More .
3. Click More tools  Clear browsing data.
4. At the top, select All time for Time range.
5. Next to "Browsing history", "Cookies and other site data" and "Cached images and files," check the boxes.
6. Click Clear data.

Chrome (iPad users)

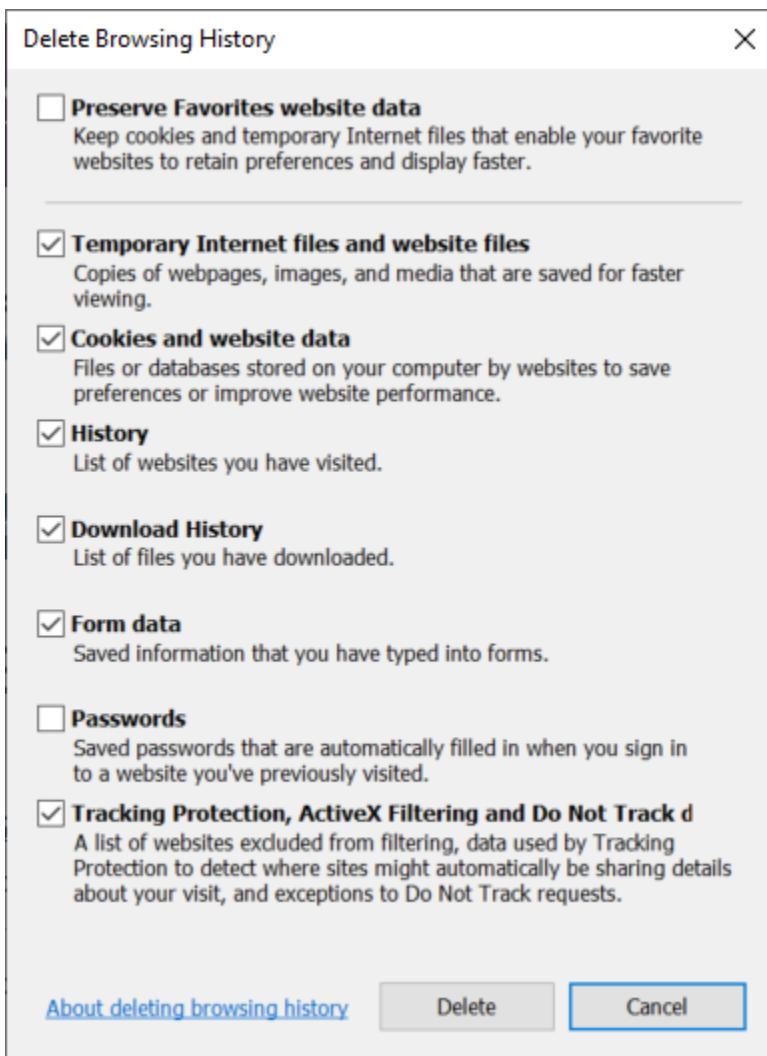
[Google Support - Clear Cache & Cookies iPhone & iPad](#)

1. To clear the history and cookies, go to Settings > Safari, and tap Clear History and Website Data.

Internet Explorer (IE)

[Microsoft Support - View and Delete Browsing History in Internet Explorer](#)

1. In Internet Explorer, select the **Tools**  button, point to **Safety**, and then select **Delete browsing history**.
2. Check all types of data and files **EXCEPT** 'Preserve Favorites website data' and 'Passwords', then select **Delete** (as pictured below).



Safari (Mac users)

[Apple Support – Clear The Browsing History in Safari on Mac](#)



1. In the Safari app  on the Mac, choose History > Clear History, then click the pop-up menu.
2. Select option to Remove All Website Data.

Safari (iPad users)

[Apple Support - Clear the history of cookies from Safari on the iPhone, iPad, or iPod touch](#)

1. To clear the history and cookies, go to Settings > Safari, and tap Clear History and Website Data. Clearing the history, cookies, and browsing data from Safari won't change the AutoFill information.

Firefox

[Mozilla Support - How to Clear the Firefox Cache](#)

1. Click the menu button  and select Options.
2. Select the Privacy & Security panel.
3. In the **Cookies** and Site **Data** section, click **Clear Data....**
4. Check mark in front of **Cookies** and Site **Data** and **Cached Web Content**.
5. Click the **Clear** button and then click **Clear Now**.