



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, Licensors, 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 licensors to obtain a checklist that has already been “filed” back into the ELMS system for storage. *Note: If a licensors selects this option, the DHS server checklist information will override the licensors’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 licensors arrives at this inspection and finds children are present, the licensors 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 licensors 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.

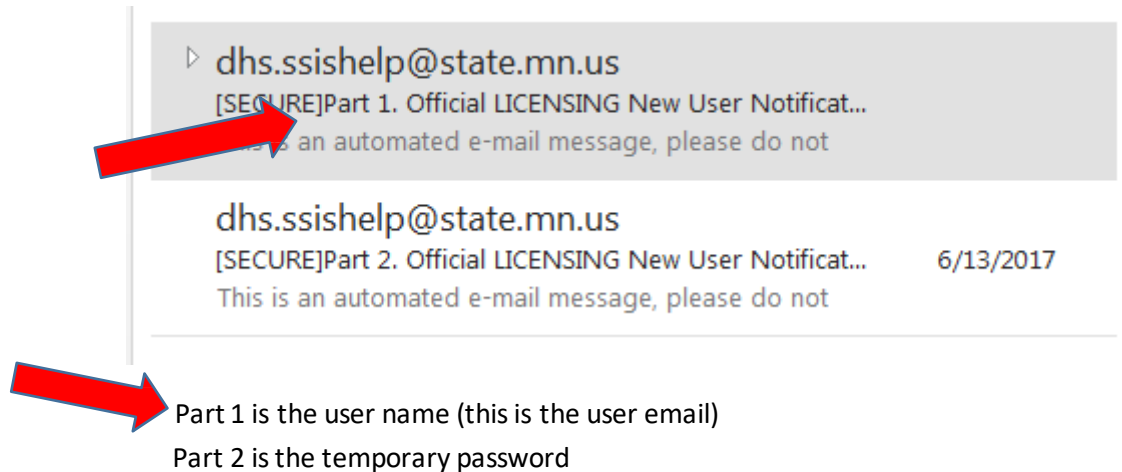
Published: The ELICI checklist has not yet been completed. This is the status for a review that contains a correction order but the “How Correction” portion of the correction has not yet been completed.

ELMS/ELICI Account

ELMS and ELICI Initial Log in

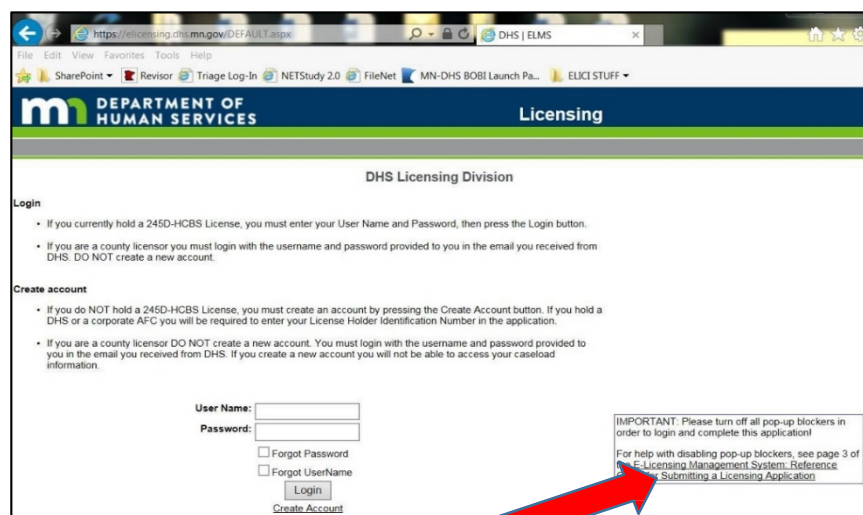
Please Note: Pop-up blockers must be turned off in order for ELMS and ELICI to work properly. Please disable the pop-up blockers before proceeding.

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:

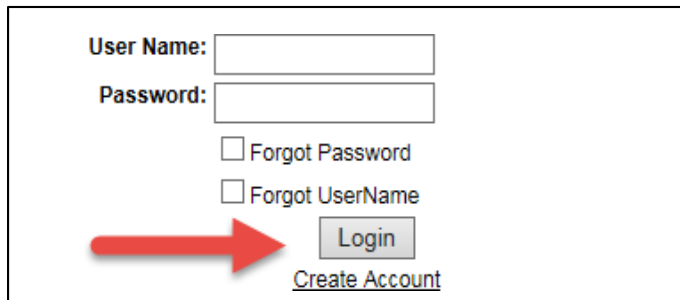


2. Access the ELMS site.

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.



User Name:

Password:

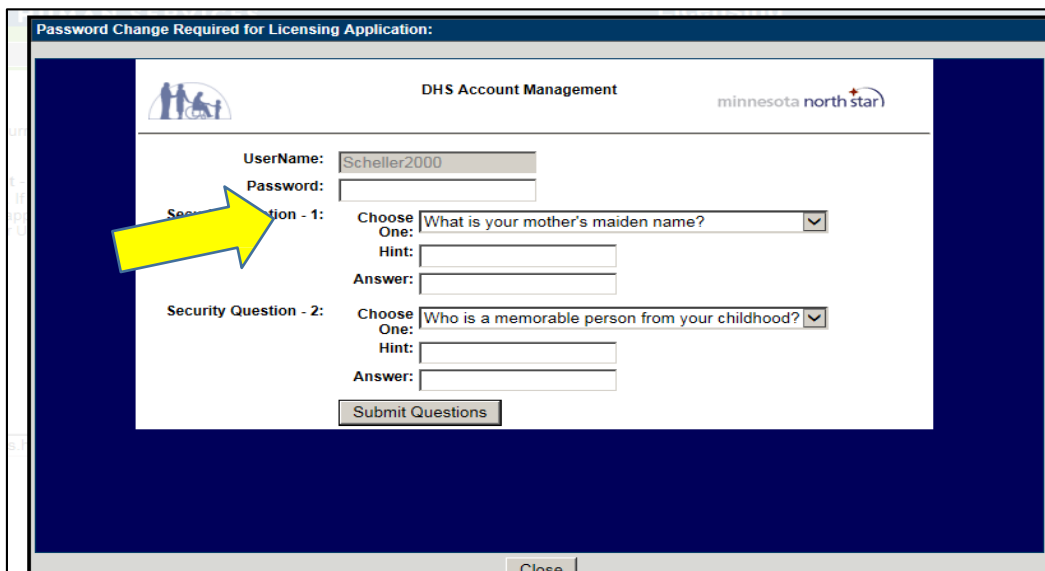
☐ Forgot Password

☐ Forgot UserName

[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**.



Password Change Required for Licensing Application:

DHS Account Management minnesota north star

UserName:

Password:

Security Question - 1: Choose One:

Hint:

Answer:

Security Question - 2: Choose One:


Hint:

Answer:

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
minnesota north star

User Name:

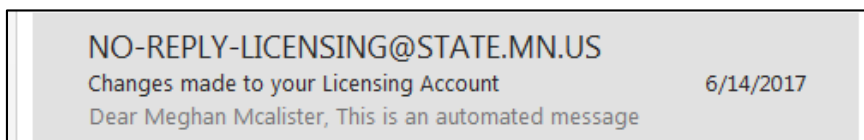
Current Password:

New Password:

Confirm Password:

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

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 licenser will display.

m DEPARTMENT OF HUMAN SERVICES **Licensing**

Home Search Change Password Logout

DHS Licensing Division - Licenser

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

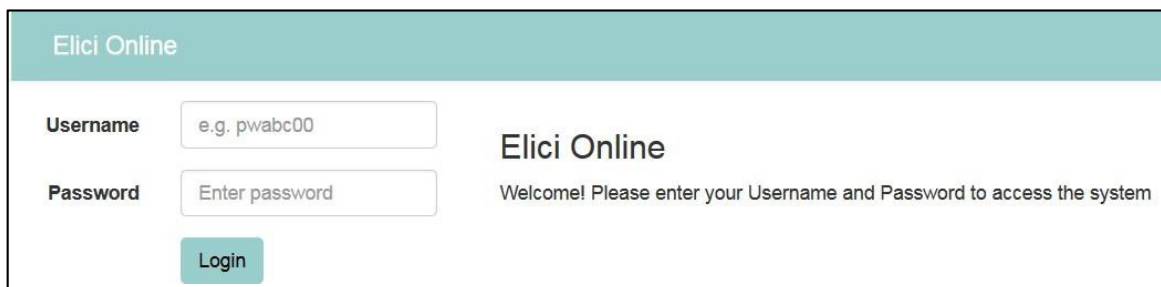
Set Page Size: **ALL**

License ID	SVC Class	Name	Effective Date	Expiration Date	License State	Fine	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

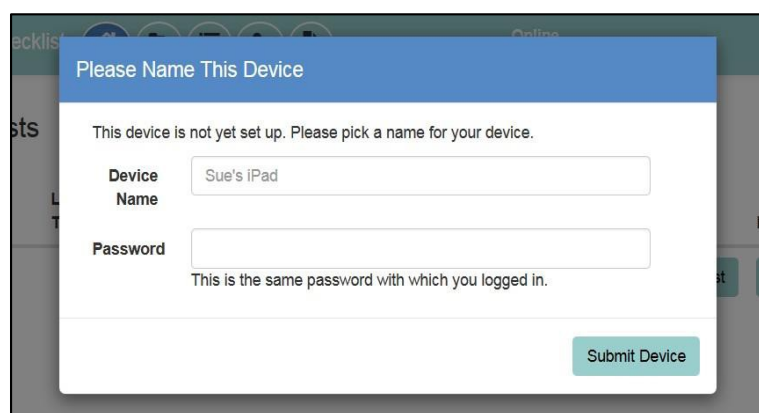
	License ID	SVC Class	Name
** Select **	232822	FCC	Abagi
Open Visit	1011673	FCC	Aleash

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 screenshot shows the 'Elici Online' login interface. It features a teal header with the text 'Elici Online'. Below the header, on the left, are two input fields: 'Username' with a placeholder 'e.g. pwabc00' and 'Password' with a placeholder 'Enter password'. A teal 'Login' button is positioned below the password field. On the right side of the login area, the text 'Elici Online' is displayed above a welcome message: 'Welcome! Please enter your Username and Password to access the system'.

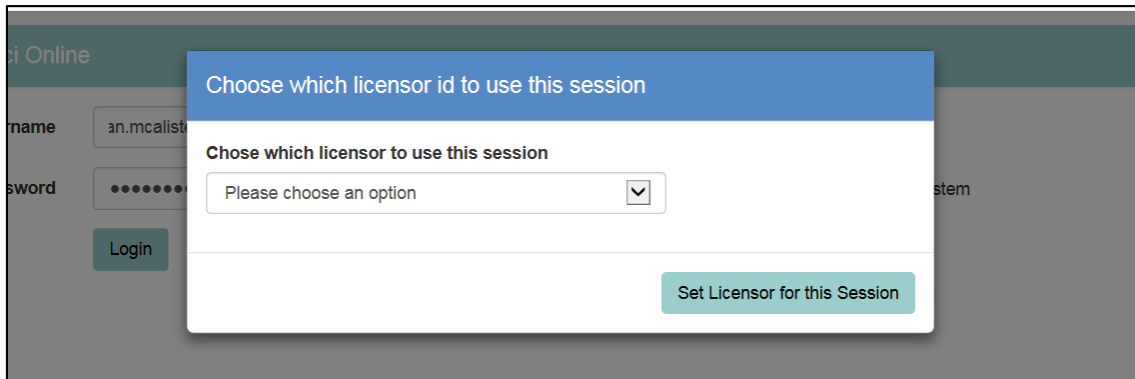
10. A pop-up window will then display. This will happen the first time a user logs-in, a new internet browser is used, a new device is used, and when browsing history is cleared. **It is unique to each device/browser.**



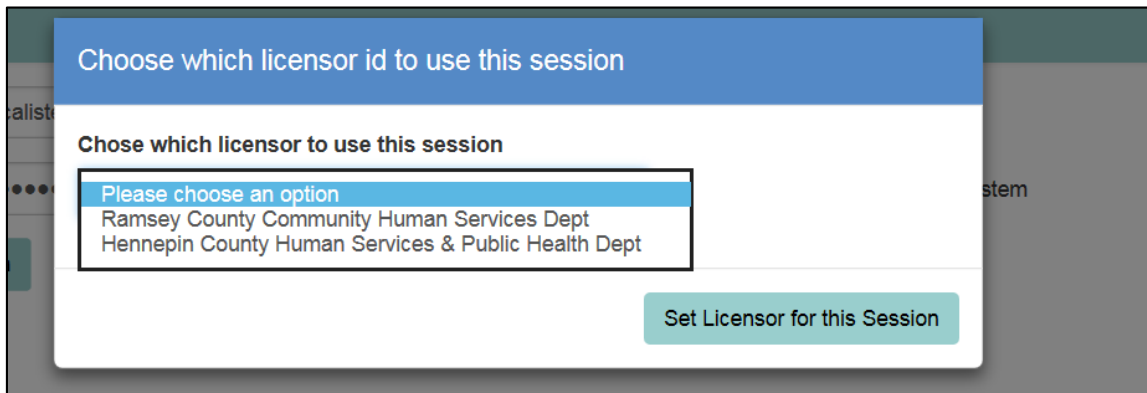
The screenshot shows a pop-up window titled 'Please Name This Device'. The window has a blue header. The main text inside says 'This device is not yet set up. Please pick a name for your device.' Below this text are two input fields: 'Device Name' with the placeholder 'Sue's iPad' and 'Password'. A note below the password field states 'This is the same password with which you logged in.' A teal 'Submit Device' button is located at the bottom right of the pop-up.

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 licenser code: dhs.fcclicensing@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



-  How Corrected. After correction orders are issued, the outcome must be recorded. The How Corrected results report to Licensing Information Lookup (LIL).



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's a header with 'Compliance Checklist' and navigation icons. Below the header, there's a section 'Your Checklists' with a table. The table has columns: Review Id, License Holder, License Type, Review Type, Review Status, Sync Status, Date Started, License ID, and Review Actions. A row is highlighted with a red arrow pointing to the 'Review Id' column. Below the table, there's a button 'Add a Review to this Device'. To the right, there's a 'Current Checklist:' field. Below that, there's a list of review 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, and D. Delete- completely delete this checklist. Only used for unpublished checklists. Use this if you have a checklist you no longer need. A red arrow points from the 'Review Actions' column to this list.

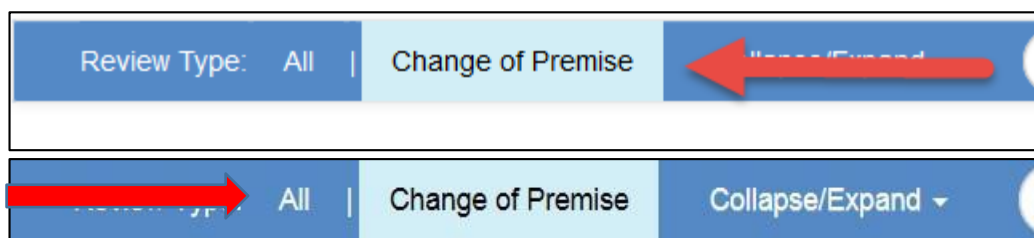
Review Id	License Holder	License Type	Review Type	Review Status	Sync Status	Date Started	License ID	Review Actions
1072		Group Family Day Care (C2)	Licensing/Re-Licensing Inspection	In Progress	✓	12/06/2018		<ul style="list-style-type: none">A. Upload - send information from checklist up to DHS serverB. Retrieve- replace checklist with information last saved at the serverC. Remove- remove checklist from home page in ELICID. Delete- completely delete this checklist. Only used for unpublished checklists. Use this if you have a checklist you no longer need

Checklist Navigation

1. Click the Checklist icon.



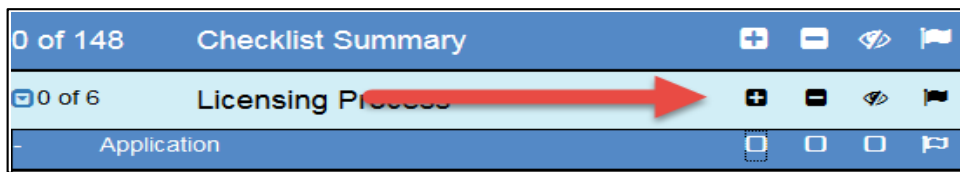
2. The checklist will display the selected checklist type entered from the provider profile page. Users can toggle between the preselected checklist and All Items.



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



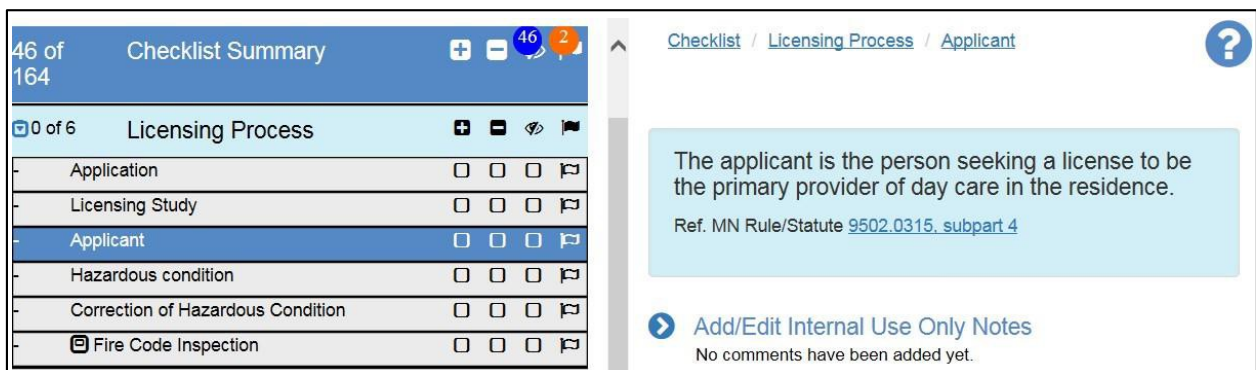
4. Checklist menu items can be assigned the following values: Met, Not Met, Not Reviewed, and Flagged.



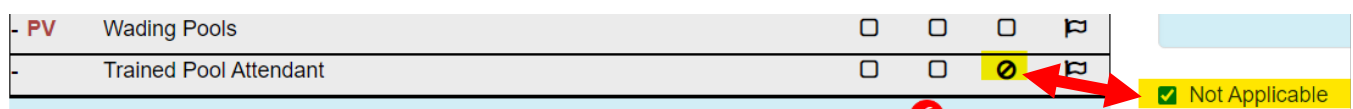
5. The ELICI tool will keep a running tally of checked items with the exception of the Investigation review type.



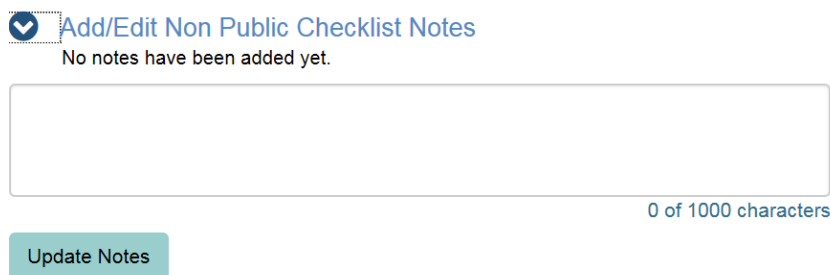
6. Descriptions and rule citations display in the right pane.



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.

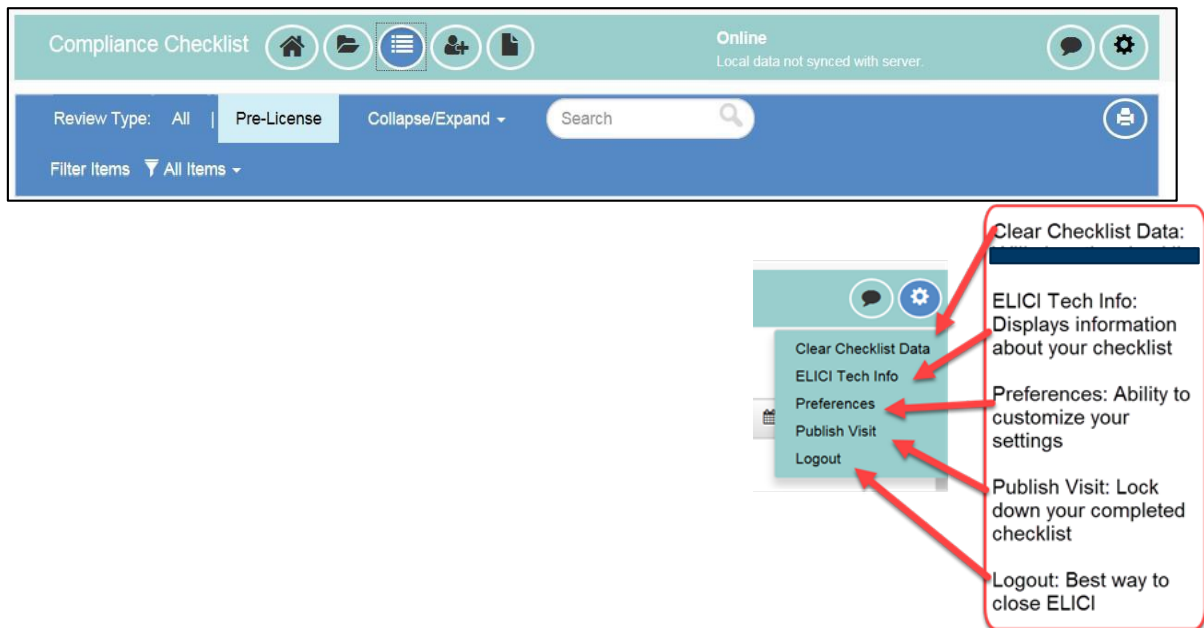


8. The "Add/Edit Non Public Checklist Notes" section is available to enter non-public notes about the visit. Clicking the arrow button collapses the note.



Customized Checklist

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



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

The 'Preferences' pop-up box contains the following settings:

- ☐ Auto collapse checklist sections
- ☐ Hide sections with no required items
- ☐ Do not prompt 'Are you sure?' when clearing 'Not Met'
- ☐ Do not show a pop-up when clicking a flag
- Checklist / Detail Form proportions**
50/50 (with a dropdown arrow)

At the bottom are 'OK' and 'Cancel' buttons.

a. Auto collapse checklist section checked

0 of 2	Application for licensure	+	-	🔍	🚩
-	Drug and Alcohol Policy Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🚩
-	Accessible and Organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🚩
0 of 2	Systems and Records	+	-	🔍	🚩
0 of 2	Correction orders and Conditional licenses	+	-	🔍	🚩

vs. unchecked:

0 of 2	Application for licensure	+	-	🔍	🚩
-	Drug and Alcohol Policy Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🚩
-	Accessible and Organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🚩
0 of 2	Systems and Records	+	-	🔍	🚩
-	Record Retention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🚩
-	Personnel Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🚩
0 of 2	Correction orders and Conditional licenses	+	-	🔍	🚩
-	Requirement to Post Correction Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🚩
-	Requirement to Post Negative Action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	🚩

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

6 of 10	Licensed Capacity, Ratios, and Age Distribution Restrictions
0 of 2	Admissions, Provider Records, Reporting
4 of 9	Activities and Equipment
0 of 31	Physical Environment

0 of 0	Agency Records	+	-	🔍	🚩
6 of 10	Licensed Capacity, Ratios, and Age Distribution Restrictions	+	-	🔍	🚩
0 of 0	Reporting to Agency	+	-	🔍	🚩
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.

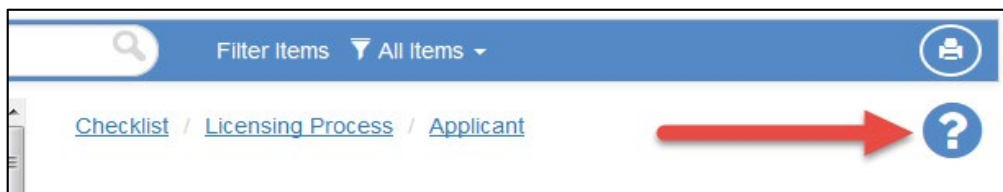
Identifier Type	Identifier Value
Checklist Version Id	13
License Number	1056051
Review Checklist Id	549
Device Name	office device
Provider Id	42716
Licensor Id	3515
Device Id	67f2026d26ad4976b467e9d2e089bd4b
Queue start/end	130/129

Close

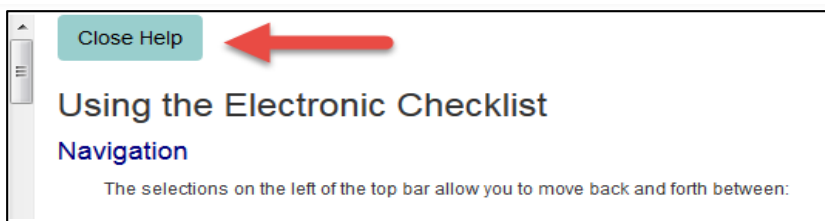
Clear Checklist Data
ELICI Tech Info
Add a Licensor
Preferences
Finalize Checklist
Logout

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.



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

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

Total Citations: 1

Unavailable

3 of 148 Checklist Summary

0 of 6 Activities and Equipment

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
- Correction

On the right side to clear local

Filtering

Below the top items (Full), but because Investigation

The Checklist

(Click "Check

Using the Ca

Items are gro

closed or clo

(x of y + z). T

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

Online
Local data is synced with server.

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

7 of 240 Summary

Filter By:

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

0 of 12 Ratios, and

0 of 2

0 of 6 Behavior Guidance

0 of 3 Admissions, Provider Records, Reporting

0 of 11 Activities and Equipment

Checklist /

Summary For: Checklist

Item Status	Amount
Met	0
Not Met	0
(Extra Not Met)	0
Not Observed	7

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.

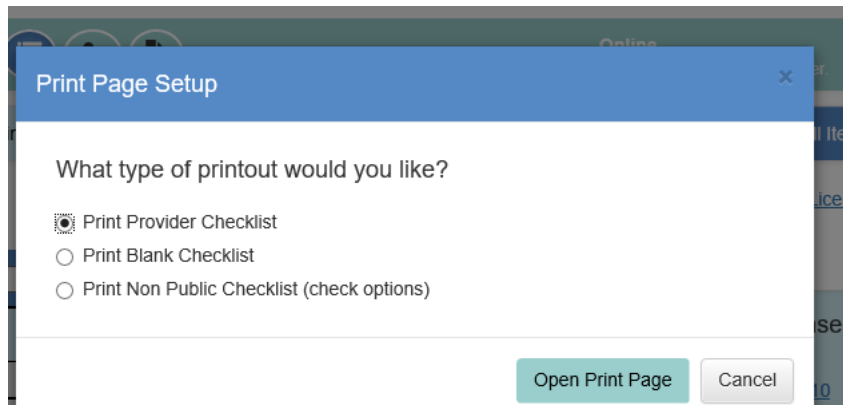
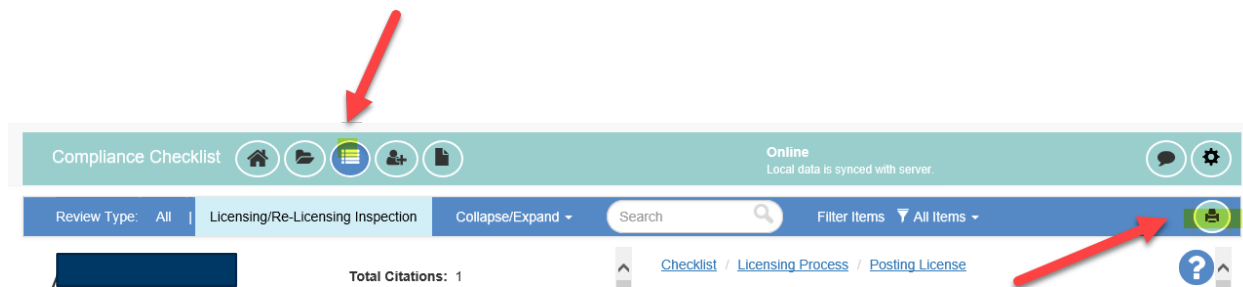
Filtering a Checklist

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 ▾

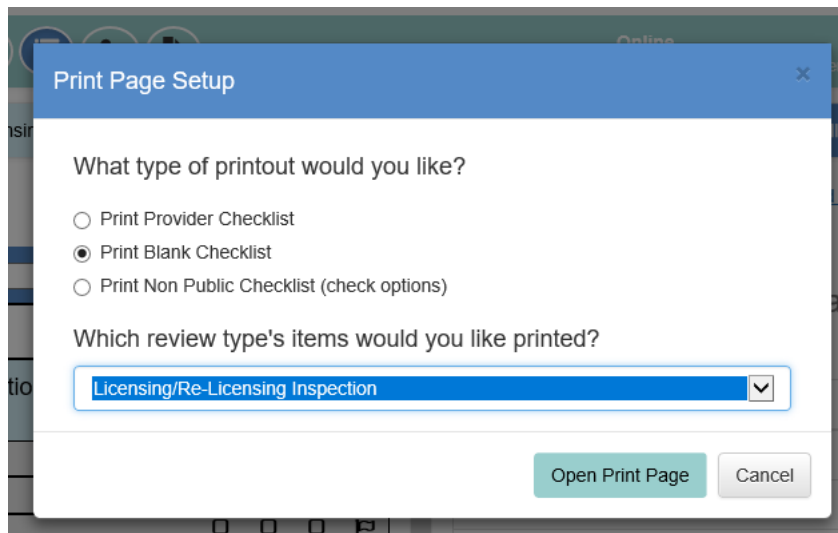
- ☒ All Items
- ☐ Met
- ☐ Unmet
- ☐ Not Reviewed
- ☐ Flagged
- ☐ Unfinished
- ☐ Private Comment

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.

Review Type:
Licensing/Re-Licensing Inspection- Annual visit for renewing the license
Off Year Inspection- Annual visit-when the license is not renewed.
Change of Premise Inspection-CO: When provider changes location but is operating before you get out to do your inspection.
Change of Premise Inspection- Provider moves to new location but is not operating there yet.
Pre-Licensing Visit- Use for child care applicant
Investigation- Use to record a visit for a complaint or information received about a provider.
Back Office- DO NOT USE AT THIS TIME
Drop-In Inspection- Use when monitoring a conditional license, a correction order, or providing support to a provider.

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 licenser 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 licenser 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 Type: Licensing/Re-Licensing Inspection

Provider Information

Review based on: On-site visit

Exit Interview: Choose...

Visit Date

Announced Visit: Choose...

Manage Documents

Manage Checklist Evidence

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

Compliance Checklist

Online
Local data is synced with server.

License Type
Group Family Day Care (C2)

Review based on:
On-site visit

Visit Date
12/06/2018

Remove

Review Type
Licensing/Re-Licensing Inspection

Exit Interview:
Choose...
Offered
Declined
Delayed

Provider Information

Pre-Screen Questionnaire

Compliance Checklist

Online
Local data not synced with server.

License Type
Group Family Day Care (C2)

Review based on:
On-site visit

Visit Date
12/06/2018

Remove

Review Type
Licensing/Re-Licensing Inspection

Exit Interview:
Delayed

Exit Interview Note:
Add a note about the Exit Interview

Save Exit Interview Note

Provider Information

Notes About the Provider
use back door

Manage Reviews:

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
- Cares for infants or newborns

Delayed: You can write a brief note about why exit interview was delayed.

Private Notes

Compliance Checklist

Online
Local data is synced with server.

License Type
Family (A)

Review based on:
On-site visit

Visit Date
12/06/2018

Remove

Review Type
Licensing/Re-Licensing Inspection

Exit Interview:
Delayed

Exit Interview Note:
Add a note about the Exit Interview

Save Exit Interview Note

Provider Information

Notes About the Provider
use back door

Manage Reviews:

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
- Cares for infants or newborns

Non Public General Notes

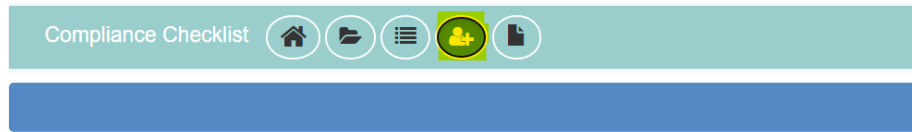
Add Notes

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.

Add Cancel

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.

The screenshot displays the ELICI interface. A 'Previous Violations for violation 566' pop-up window is open, showing a table of violations. The table has columns for Violation Date, Violation Text, Primary Licenser, Review Type, and Review Status. Two violations are listed, both with a date of 02/12/2018 and a status of 'Active'. The first violation text is '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.' The second violation text is '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.' The pop-up has a 'Close' button at the bottom right.

In the background, a checklist is visible. A red arrow points to a checklist item 'Electrical Services' which has a 'PV' indicator next to it. A red circle with the number '1' is next to this indicator. Another red arrow points to a green button labeled 'Open Previous Violations' with a red circle with the number '2' next to it. A red box with text 'Select: Open Previous Violations. Additional text appears above' is next to this button. A third red arrow points to a text box that says 'THE PROVIDER HAS A PREVIOUS VIOLATION:'.

1 PV indicates a previous violation

2 Select: Open Previous Violations. Additional text appears above

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.

The screenshot displays the ELICI Compliance Checklist interface. The top navigation bar includes a 'Compliance Checklist' title, a home icon, a list icon, a user icon, and a document icon. The status 'Online' and 'Current Review is Locked' are shown on the right. Below the navigation bar, the 'Review Type' is set to 'All', and the 'Licensing/Re-Licensing Inspection' tab is selected. A search bar and a 'Filter Items' dropdown are also present.

The main content area shows a list of 218 items. The 'First Aid Kit' section is highlighted, and the 'First Aid Kit Contains Required Items (Fix-It Ticket)' item is selected. A red box with the text 'Cite licensing violation here.' points to the 'First Aid Kit Contains Required Items' row. Another red box with the text 'Leave Fix-It Ticket item blank' points to the 'First Aid Kit Contains Required Items (Fix-It Ticket)' row.

The right sidebar shows the details for the selected item. It lists the required items: 'tape' and 'first-aid manual'. A red box with the text 'ELICI knows item is not eligible for a Fix-It Ticket' points to the 'first-aid manual' item. Below this, a yellow box states: 'This Item is a Fixit Ticket Ineligible due to previous violation or current review type'. The 'INSTRUCTIONS' section explains that a Fix-It Ticket is issued if one item from the list is missing and the license holder was not issued a CO or a Fix-It Ticket for this violation at the previous inspection. A yellow box states: 'THE PROVIDER HAS A PREVIOUS VIOLATION:'. A button labeled 'Open Previous Violations' is visible. At the bottom, there is a section for 'Add/Edit Internal Use Only Notes' with the text 'No comments have been added yet.'

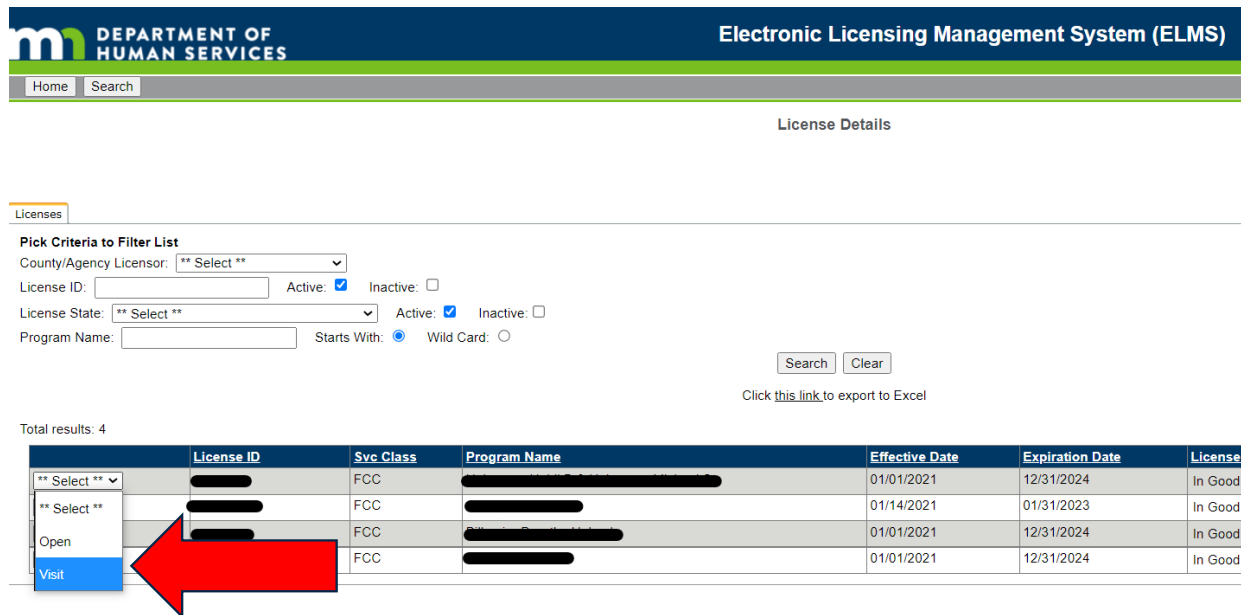
Item	Compliance	Notes	Actions
No Dirt Rubbish or P...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pest Control via Use...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indoor Garbage or R...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic Substances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firearms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Activity Materials are Out of Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Hazardous Activity Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First-Aid Kit Contains Required Items	<input 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"/>
First Aid Kit Available on Field-Trips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Kit Portable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Preparedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Escape Plan Includes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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

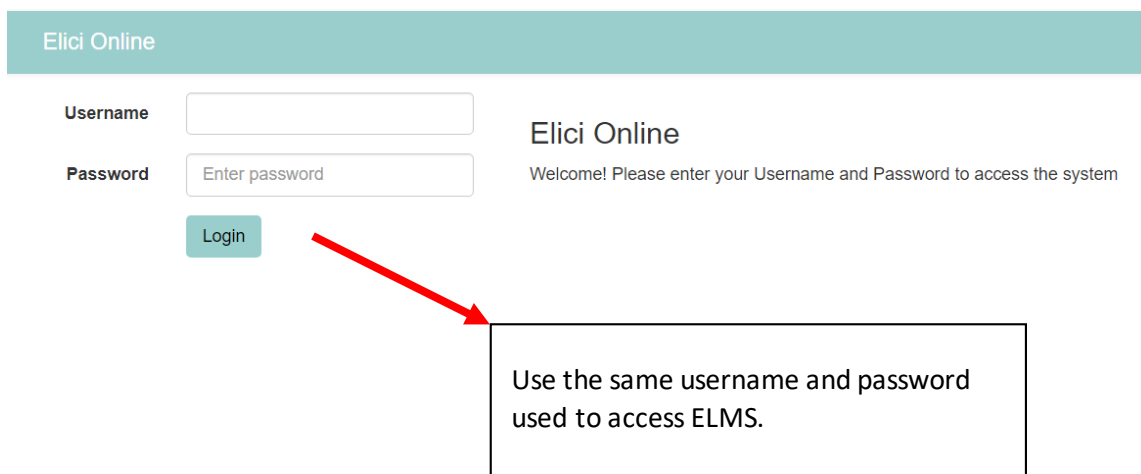
 **Note:** Internet access is required to complete this step.

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



License ID	Svc Class	Program Name	Effective Date	Expiration Date	License
** Select **	FCC		01/01/2021	12/31/2024	In Good
** Select **	FCC		01/14/2021	01/31/2023	In Good
Open	FCC		01/01/2021	12/31/2024	In Good
Visit	FCC		01/01/2021	12/31/2024	In Good

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



Elici Online

Username

Password

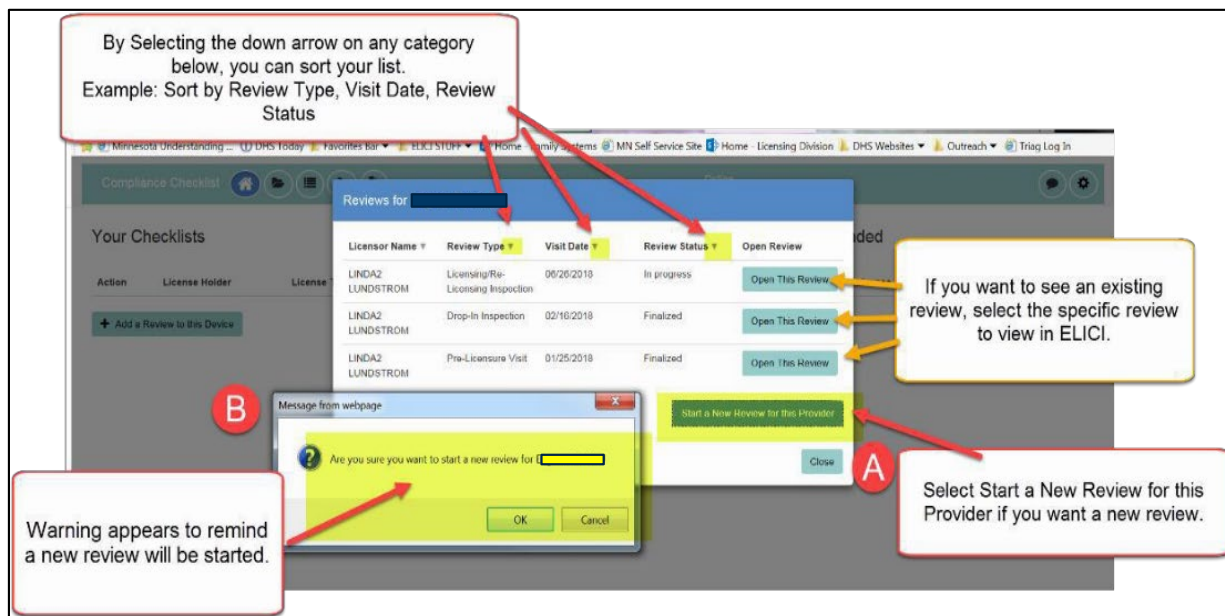
Login

Elici Online

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

Use the same username and password used to access ELMS.

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 ELICI provider profile screen. It includes sections for:

- License Type:** Family (A)
- Review Type:** Licensing/Re-Licensing Inspection
- Provider Information:** A blue box representing the provider's photo.
- Notes About the Provider:** A text area with a placeholder "Add a note about the provider - e.g. directions to the providers house" and an "Add Comment About Provider" button.
- Review based on:** On-site visit
- Visit Date:** A date picker with a "Remove" button.
- Pre-Screen Questionnaire:** A list of checkboxes, all of which are checked:
 - Cares for children requiring diapers
 - Cares for children who sleep in a non-tied 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

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

Please note:

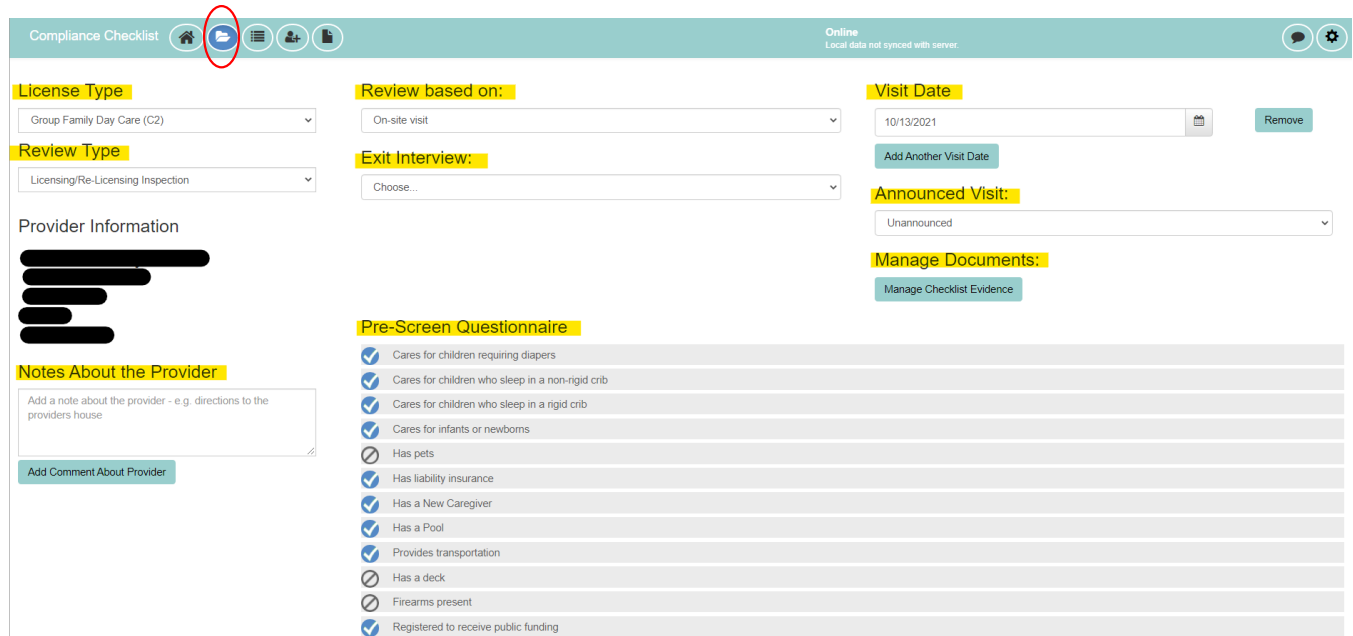
- After the initial process of bringing a provider over from ELMS to ELICI, the user can log directly into ELICI to process those checklists.
- ELMS only needs to be accessed when a new checklist is needed for a new/different provider.
- Each checklist is assigned a unique review ID number.






Adding the New Checklist to a Second Device

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

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

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



Compliance Checklist      Online
Local data not synced with server.

License Type
Group Family Day Care (C2)

Review Type
Licensing/Re-Licensing Inspection

Provider Information
[Redacted]

Notes About the Provider
Add a note about the provider - e.g. directions to the providers house
[Add Comment About Provider](#)

Review based on:
On-site visit

Exit Interview:
Choose...

Visit Date
10/13/2021 [Remove](#)
[Add Another Visit Date](#)

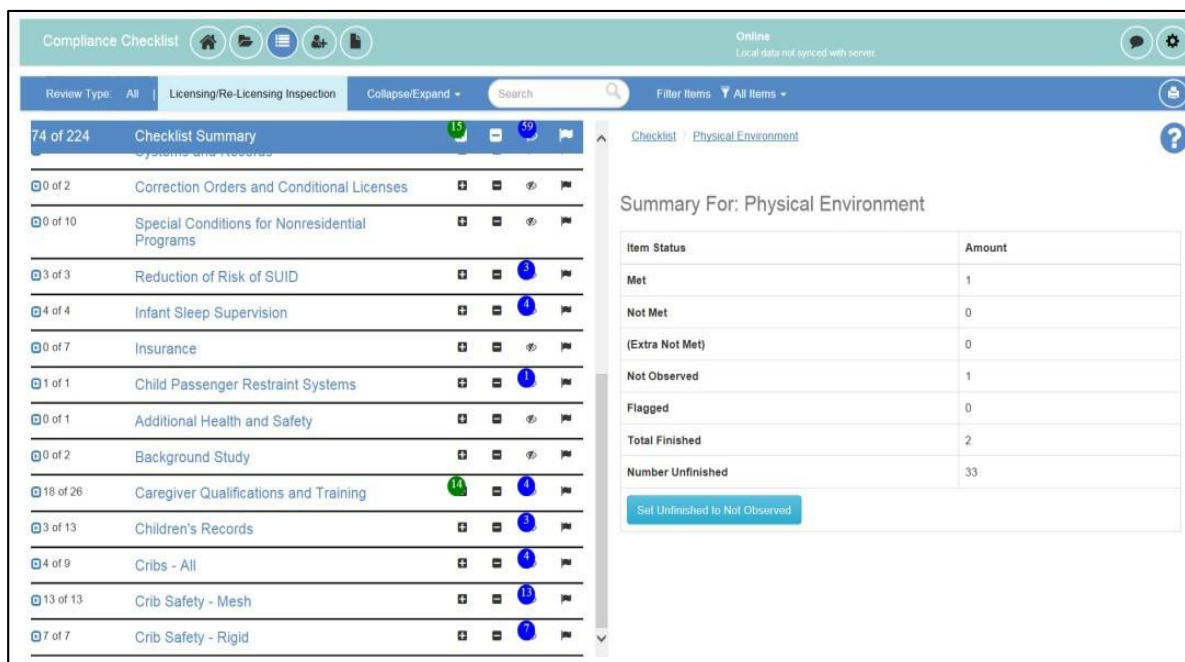
Announced Visit:
Unannounced






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
- ☒ Cares for infants or newborns
- ☐ Has pets
- ☒ Has liability insurance
- ☒ Has a New Caregiver
- ☒ Has a Pool
- ☒ Provides transportation
- ☐ Has a deck
- ☐ Firearms present
- ☒ Registered to receive public funding

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



Compliance Checklist      Online
Local data not synced with server.

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

74 of 224 Checklist Summary

Item	Status	Amount
0 of 2	Correction Orders and Conditional Licenses	15
0 of 10	Special Conditions for Nonresidential Programs	59
3 of 3	Reduction of Risk of SUID	3
4 of 4	Infant Sleep Supervision	4
0 of 7	Insurance	7
1 of 1	Child Passenger Restraint Systems	1
0 of 1	Additional Health and Safety	1
0 of 2	Background Study	2
18 of 26	Caregiver Qualifications and Training	14
3 of 13	Children's Records	3
4 of 9	Cribs - All	4
13 of 13	Crib Safety - Mesh	13
7 of 7	Crib Safety - Rigid	7

Summary For: Physical Environment

Item Status	Amount
Met	1
Not Met	0
(Extra Not Met)	0
Not Observed	1
Flagged	0
Total Finished	2
Number Unfinished	33

[Set Unfinished to Not Observed](#)

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] Coon Rapids	Group Family Day Care (C2)	Licensing/Re-Licensing Inspection	In Progress	✓		[REDACTED]	<ul style="list-style-type: none">Review ActionsActions for Review 5911Upload ChecklistRetrieve ChecklistRemove From DeviceDelete From DHS

+ 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

Clear Checklist Data
ELICI Tech Info
Preferences
Publish Visit
Logout

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

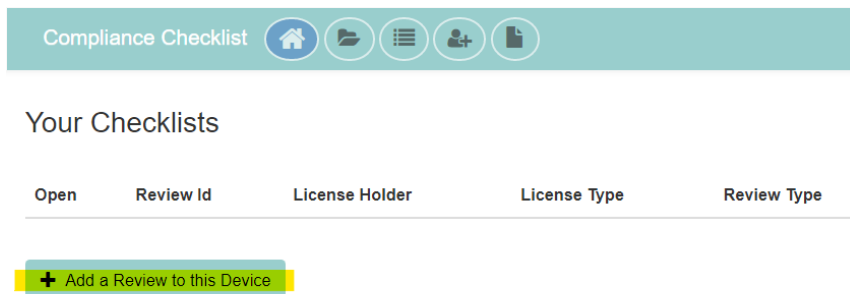
Password

Login

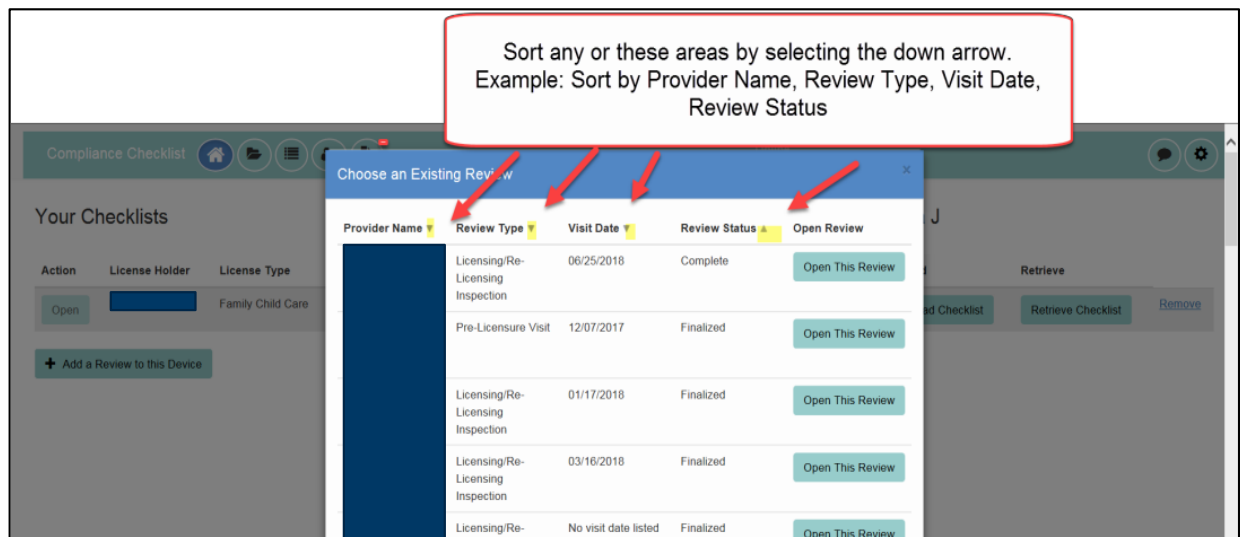
Elici Online
Welcome! Please enter your Username and Password to access the system

Use the same username and password used to access ELMS.

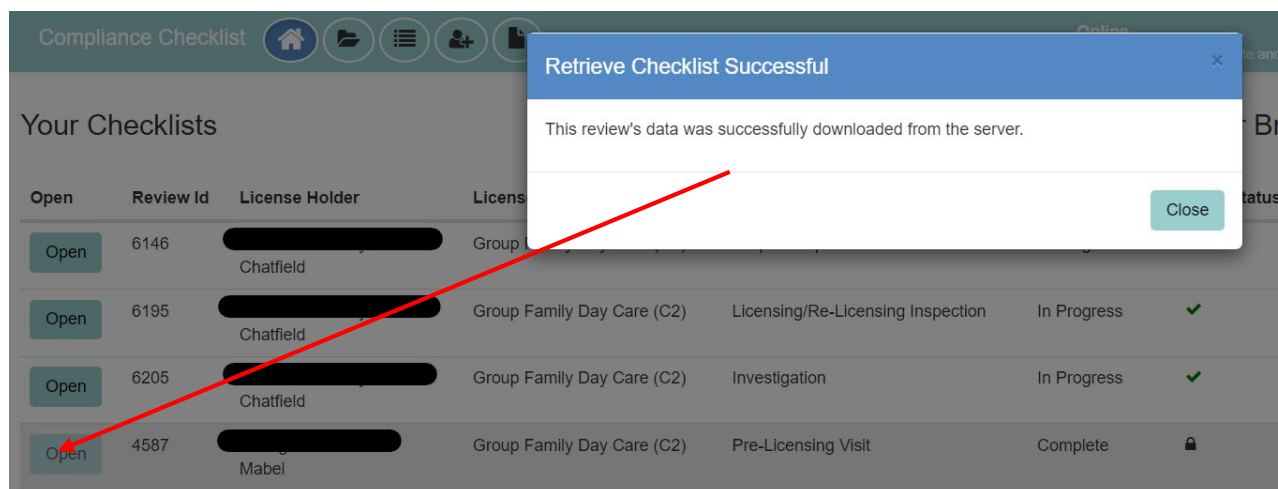
7. Select: Add a Review to this Device.



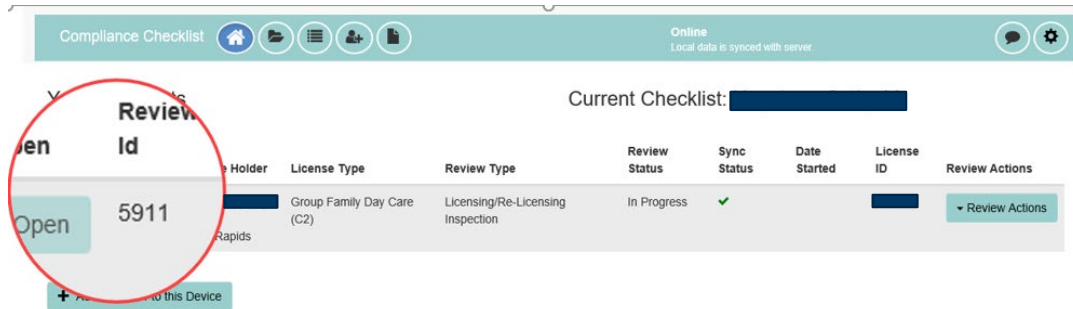
8. Select the provider and then Open This Review.



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.

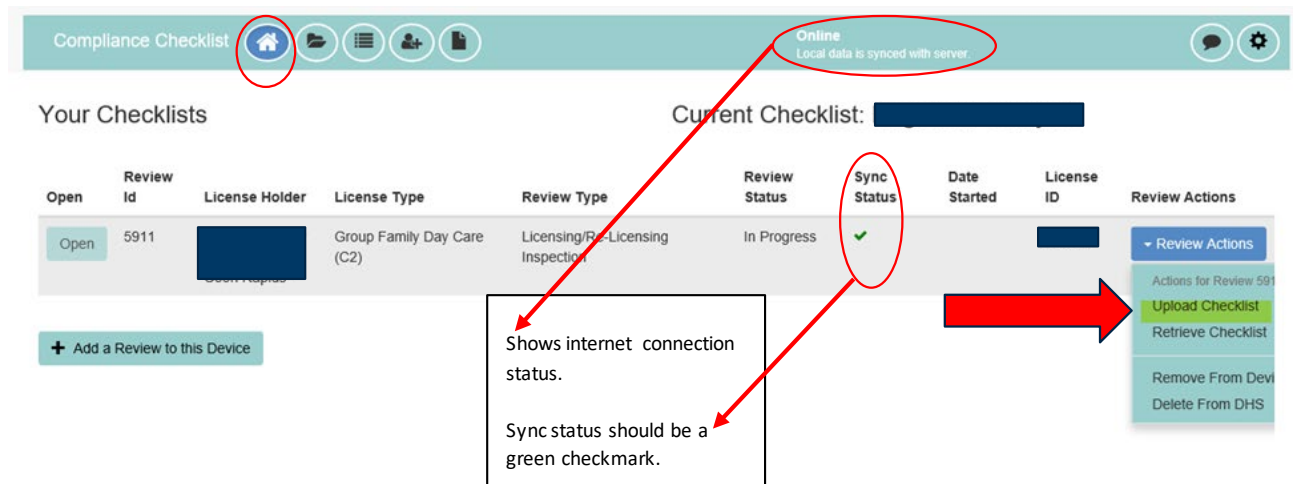


10. The second device is ready to take out into the field. The review ID number will be the same on both devices.



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: [dropdown]

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]	Review Actions Actions for Review 5911 Upload Checklist Retrieve Checklist Remove From Device Delete From DHS

+ Add a Review to this Device

- Log-into ELICI using the office computer and go to the Home page



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

Elici Online

Username

Password

Login

Elici Online

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

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

Compliance Checklist

Online
Local data is synced with server

Your Checklists

Current Checklist: [dropdown]

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]	Review Actions





+ Add a Review to this Device

- 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]	Review Actions
Open	3723	[redacted]	Group Family Day Care (C2)	Licensing/Re-Licensing Inspection	In Progress	✓	09/05/2019	[redacted]	Review Actions Actions for Review 3723 Upload Checklist Retrieve Checklist Remove From Device Delete From DHS

+ Add a Review to this Device

- 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.

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 St	
Open	6146	[REDACTED] Chattfield	Group Family Day Care (C1)	Drop-In Inspection	In Progress	✓	09/07/2021	 Clear Checklist Data ELICI Tech Info Preferences Publish Visit Logout Review Actions
Open	6195	[REDACTED] Chattfield	Group Family Day Care (C2)	Licensing/Re-Licensing Inspection	In Progress	✓		Review Actions
Open	6205	[REDACTED] Chattfield	Group Family Day Care (C2)	Investigation	In Progress	✓	10/13/2021	Review Actions
Open	4587	[REDACTED] Mabel	Group Family Day Care (C2)	Pre-Licensing Visit	Complete	🔒	04/19/2020	Review Actions

Once a checklist is Complete, the review status will change and the sync status will show as a padlock.

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

Open	6195	[REDACTED] Chattfield	Group Family Day Care (C2)	Licensing/Re-Licensing Inspection	In Progress	✓	[REDACTED]	Review Actions
Open	6205	[REDACTED] Chattfield	Group Family Day Care (C2)	Licensing/Re-Licensing Inspection	In Progress	✓	10/13/2021	Review Actions
Open	4587	[REDACTED] Mabel	Group Family Day Care (C2)	Pre-Licensing Visit	Complete	🔒	04/19/2020	Review Actions Actions for Review 4587 Retrieve Checklist Remove From Device

[+ Add a Review to this Device](#)

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

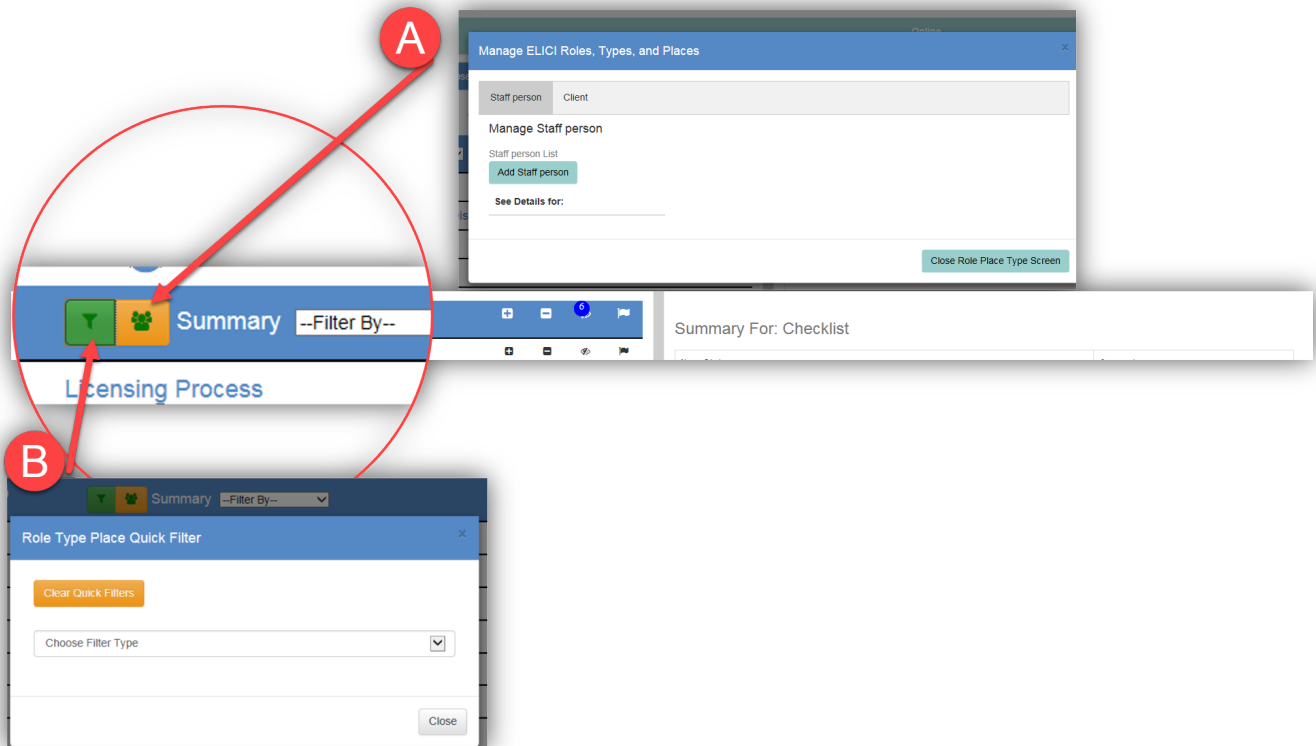
The Role Assignments function in ELICI creates a mini checklist for each staff person. This allows users to determine individual staff (caregiver) compliance in the categories of System and Records and Caregiver Qualifications and Training.

Staff person refers to any caregiver in the program.

The screenshot shows the 'Compliance Checklist' interface. The top navigation bar includes 'Compliance Checklist', 'Online' status, and a search bar. The main content area is divided into sections: 'Summary', 'Substitute Tracking', 'Background Study', and 'Caregiver Qualifications and Training'. The 'Caregiver Qualifications and Training' section is expanded, showing a list of training items with checkboxes and flags. A red box highlights a message: 'Caregiver Qualifications and Training is now locked until you identify a staff person you are verifying training for'. A red arrow points from this message to the 'Caregiver Qualifications and Training' section header.

Item	Met	Not Met	(Extra Not Met)	Not Reviewed	Flagged	Total Finished	Number Unfinished
Initial Training - Helpers	0	0	0	0	0	0	25
Child Development and Learning and Behavior Guidance Training - Pre-service	0	0	0	0	0	0	25
Child Development and Learning and Behavior Guidance Training - Annual	0	0	0	0	0	0	25
First Aid	0	0	0	0	0	0	25
First Aid - Qualified Trainer	0	0	0	0	0	0	25
First Aid - Frequency	0	0	0	0	0	0	25
CPR	0	0	0	0	0	0	25
CPR - Qualified Trainer	0	0	0	0	0	0	25
CPR - Frequency	0	0	0	0	0	0	25
CPR - Training Source	0	0	0	0	0	0	25
CPR - Hands-On	0	0	0	0	0	0	25
SUID	0	0	0	0	0	0	25
AHT	0	0	0	0	0	0	25

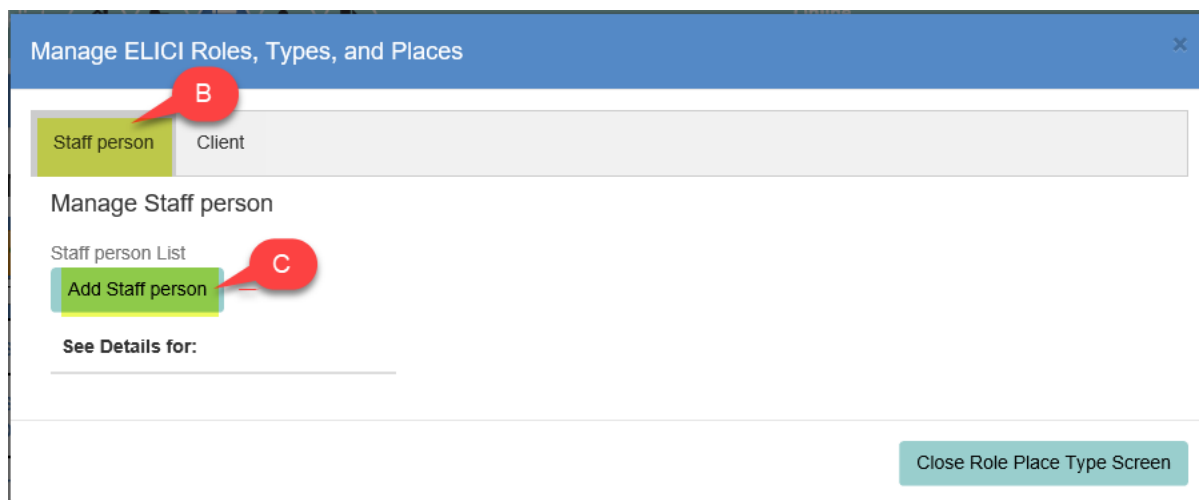
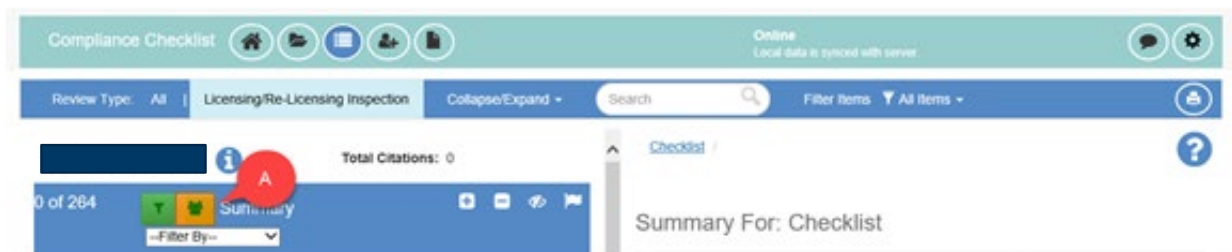
- A. **Manage Role Place Type Information**- This is the field for staff person names
- B. **Role Type Place Quick Filter** – This filter allows the user to select the staff person to be reviewed



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



Manage ELICI Roles, Types, and Places

Staff person

Client

Manage Staff person

Staff person List

Add Staff person

See Details for:

☒ Enter name of caregiver here

Unsaved Changes

Details for Enter name of caregiver here

Remove Enter name of caregiver here

Private Name

Enter name of caregiver here

D

Date of More Time Needed Notice

Date of Clearance or Set aside Notice

07/28/2020

Date hired

08/05/2020

Date of first direct contact

08/05/2020

Private Note

second adult caregiver

23 of 4000 characters

Complete?

Enter name of caregiver here's mini-checklist is:

Not Complete

Unsaved Changes

Save Enter name of caregiver here


E

F

Close Role Place Type Screen

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.

 Note: ELICI will create the Non-Public Identifier Key after each entry created. ELICI 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

The screenshot displays the 'Compliance Checklist' interface. The top navigation bar includes 'Review Type: All', 'Licensing/Re-Licensing Inspection', and a search bar. The main content area shows a list of 249 items, with a 'Summary' button highlighted. A 'Role Place Type Quick Filter' dialog box is open, showing a 'Choose Filter Type' dropdown set to 'Staff person'. Below this, a table lists staff members with columns for 'Staff person', 'Unmet Items', 'Flagged Items', and 'Mini Checklist Complete'. The 'Mini Checklist Complete' column has a 'Not Complete' checkbox. A 'Summary For: Checklist' section is visible on the right, showing a table with 'Item Status' and 'Amount' columns. The table lists various training items, such as 'Initial Training - Helpers', 'Child Development and Learning and Behavior Guidance Training - Pre-service', and 'First Aid - Qualified Trainer', each with a status indicator (e.g., 'Not Complete').

A points to the 'Summary' button in the main list.

B points to the 'Choose Filter Type' dropdown in the 'Role Place Type Quick Filter' dialog.

C points to the 'Staff person' column in the table within the 'Role Place Type Quick Filter' dialog.

D points to the 'Summary For: Checklist' section on the right.

- 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

8 of 249

2 of 26

PV

PV

Role Place Type Quick Filter

Clear Filter

Staff person

Click the Staff person to Filter

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

Role Place Type Quick Filter

Clear Filter

Staff person

Click the Staff person to Filter

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

Close

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, ELICI 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. ELICI automatically records that this text is regarding SP4.

VIOLATION

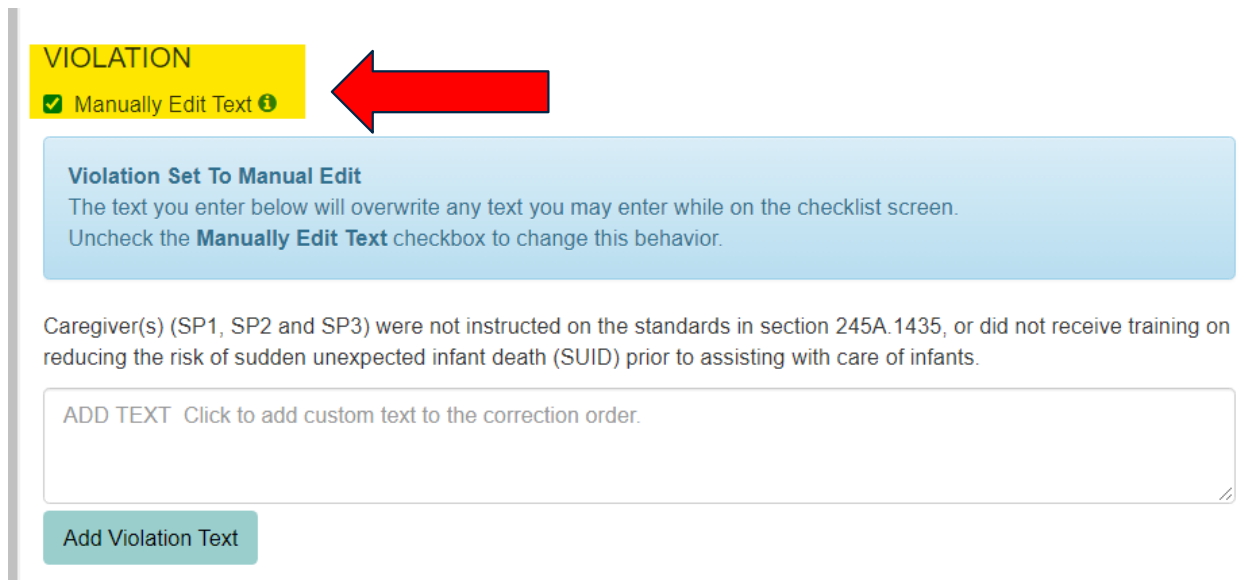
Prior to caring for children, each license holder and/or second adult caregiver (SP1, SP2, SP3 and SP4) has not completed at least four hours of child development and learning and behavior guidance training.

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	<div>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.</div> <div>SP4 Training is 30 days past due.</div>	11/26/2021	

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



VIOLATION

☒ Manually Edit Text ⓘ

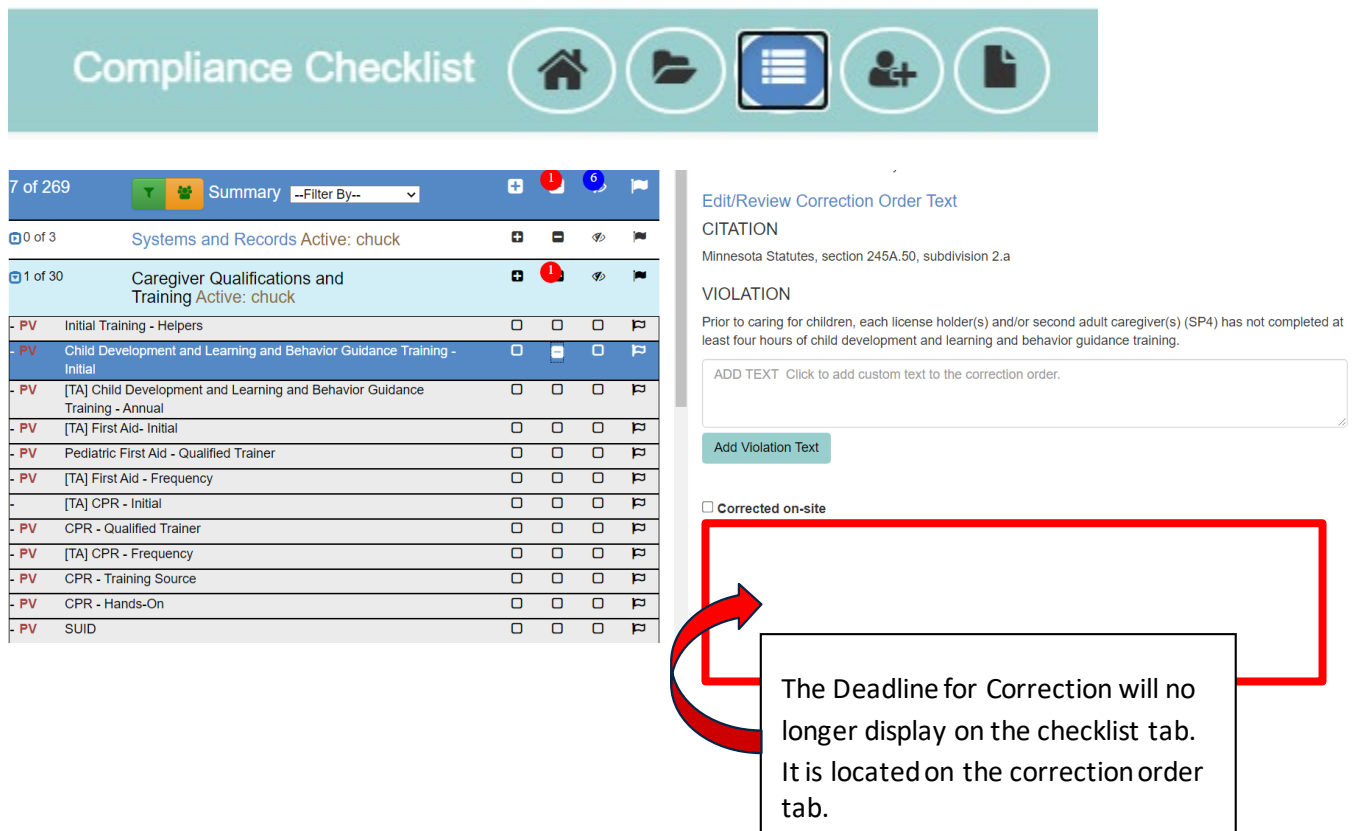
Violation Set To Manual Edit
The text you enter below will overwrite any text you may enter while on the checklist screen.
Uncheck the **Manually Edit Text** checkbox to change this behavior.

Caregiver(s) (SP1, SP2 and SP3) were not instructed on the standards in section 245A.1435, or did not receive training on reducing the risk of sudden unexpected infant death (SUID) prior to assisting with care of infants.

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 Summary --Filter By--

0 of 3 Systems and Records Active: chuck

1 of 30 Caregiver Qualifications and Training Active: chuck

- 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"/>	<input type="checkbox"/>	<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.

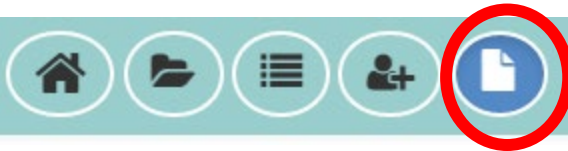
ADD TEXT Click to add custom text to the correction order.

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

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.

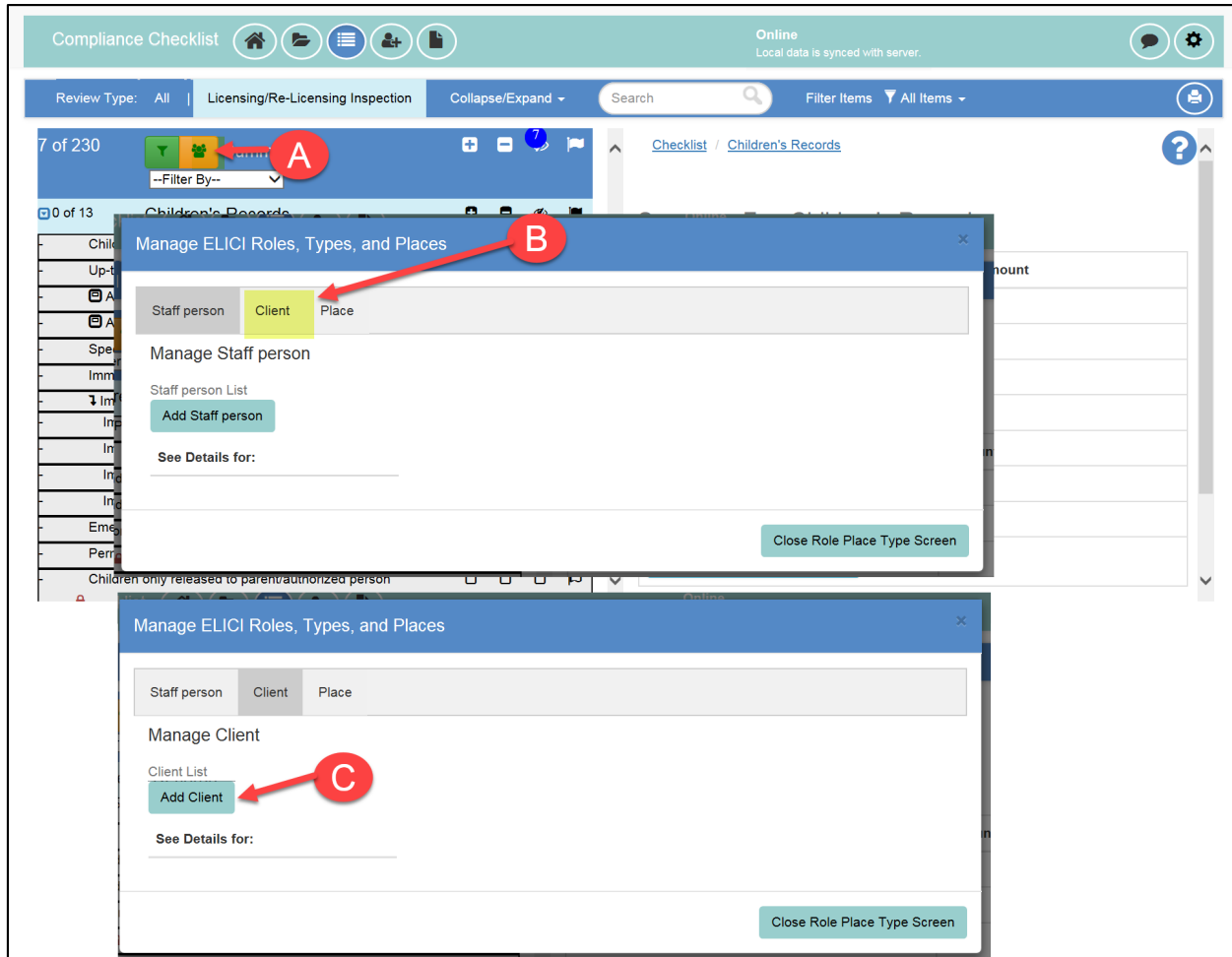
The screenshot displays the 'Compliance Checklist' interface in ELICI. The top navigation bar includes icons for home, folders, lists, users, and documents, along with a status indicator 'Online' and a note 'Local data is synced with server.' The main content area is titled 'Review Type: All | Licensing/Re-Licensing Inspection'. Below this, there's a section for '7 of 230' records, with a 'Summary' button and a '--Filter By--' dropdown. A red arrow points to the 'Children's Records' section, which is highlighted. A red box with text explains: 'Child records are now locked until you identify a child you are checking the records for.' The 'Children's Records' section lists various items with checkboxes and flags, including 'Child Records - Prior to Admission', 'Up-to-Date', 'Admission and Arrangements', 'Special Instructions', 'Immunizations', 'Immunization Records Updated', 'Immunization Updates Infants', 'Immunization Updates Toddlers', 'Immunization Updates Preschooler', 'Immunization Updates School-Aged', 'Emergency Medical Care or Treatment', 'Permission to transport', and 'Children only released to parent/authorized person'. To the right, a table shows the 'Item Status' and 'Amount' for each item, with a 'Set Unfinished to Not Observed' button below it.

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

Set Unfinished to Not Observed

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

Manage ELICI Roles, Types, and Places

Staff person Client Place

Manage Client

Client List

Add Client

See Details for:

Bobby Smith

Details for Bobby Smith

Remove Bobby Smith

Private Name Bobby Smith

Date of Birth 12/20/2016

Private Note

0 of 4000 characters

Complete? Bobby Smith's mini-checklist is: Not Complete

Save Bobby Smith

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.

Example of the Non-Public Identifier Key.

Non-Public Identifier Key

Public ID	Name
C1	Jennifer Boss
C2	Carrie Smart
C3	Brian Phelps
C4	Troy Walker

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

The screenshot displays the 'Compliance Checklist' application. At the top, there's a navigation bar with icons for home, folders, lists, and documents. Below this is a header section with 'Review Type: All', 'Licensing/Re-Licensing Inspection', and a search bar. A red circle with the number '1' points to the 'Summary' button in the top left. A red circle with the number '2' points to the 'Bobby Smith' entry in the 'Role Type Place Quick Filter' dialog. The dialog shows a table with columns: Client, Unmet Items, Flagged Items, and Mini Checklist Complete. Bobby Smith is listed with 'No Unmet', 'No Flagged', and 'Not Complete' status. A red circle with the number '3' points to the 'Children's Records Active: Bobby Smith' text in the main checklist summary. The main summary shows a list of items to be checked, including 'Child Records - Prior to Admission', 'Up-to-Date', 'Admission and Arrangements', 'Admission and Arrangements (Fix-It Ticket)', 'Special Instructions', 'Immunizations', and 'Immunization Records Updated'.

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

4. Select Role Type 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

The screenshot displays the 'Compliance Checklist' interface. At the top, there's a header with navigation icons and a status bar indicating 'Online' and 'Local data is synced with server.' Below this, a filter bar shows 'Review Type: All' and 'Licensing/Re-Licensing Inspection'. The main content area shows a list of items with a 'Total Citations: 0' indicator. A 'Role Place Type Quick Filter' dialog is open, showing a table with columns: Client, Unmet Items, Flagged Items, and Mini Checklist Complete. The 'Mini Checklist Complete' column has a checkbox labeled 'Not Complete' which is highlighted with a red circle and the number 5. A red arrow points from this checkbox to the 'Summary For: Checklist' table on the right. The 'Summary For: Checklist' table has columns 'Item Status' and 'Amount'. It shows 'Met' (0), 'Not Met' (0), '(Extra Not Met)' (0), and 'Not Reviewed' (6). Another 'Role Place Type Quick Filter' dialog is shown in the background, with a 'Clear Filter' button highlighted by a red circle and the number 6. A red dashed arrow points from the 'Clear Filter' button in the background dialog to the 'Clear Filter' button in the foreground dialog.

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

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

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

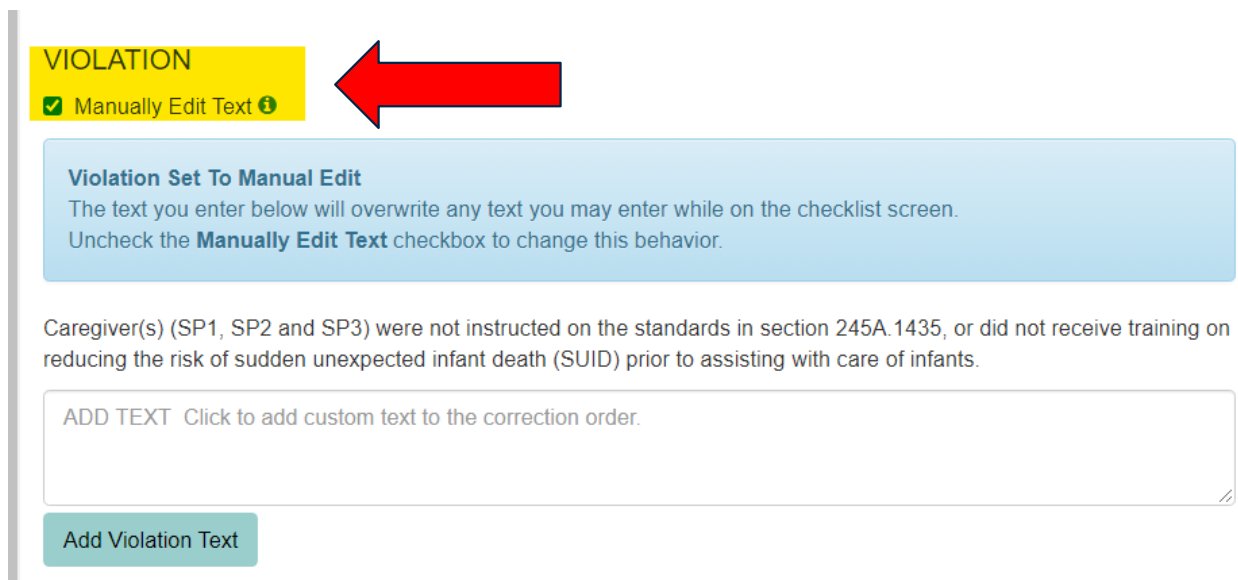
Provider released 3 of 4 (C1, C2 and C4) children to someone other than child's parent or person authorized by parent.

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.

Caregiver(s) (SP1, SP2 and SP3) were not instructed on the standards in section 245A.1435, or did not receive training on reducing the risk of sudden unexpected infant death (SUID) prior to assisting with care of infants.

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.



35 of 269 +2	Summary	--Filter By--	31	6
0 of 0+1	Agency Records Active: testing		1	
	Data Privacy			
1 of 38	Sanitation and Health Active: testing		1	
	Care of Ill Children and Medicine Administration			
6 of 11	Special Conditions for Nonresidential Programs Active: testing		6	
	Portable Wading Pools			
	Swimming Pools - Consent			
	Swimming Pools - Contract			
	Attendance Records for Publicly Funded Services			
	Attendance Records - Accessible			
	Attendance Records - Timely			
2 of 3	Reduction of Risk of SUID Active: testing		2	
	SUID - Back to Sleep			
	SUID -Physician/ Advanced PRN Directive			

Edit/Review Correction Order Text

CITATION

Minnesota Statutes, section 245A.14, subdivision 10

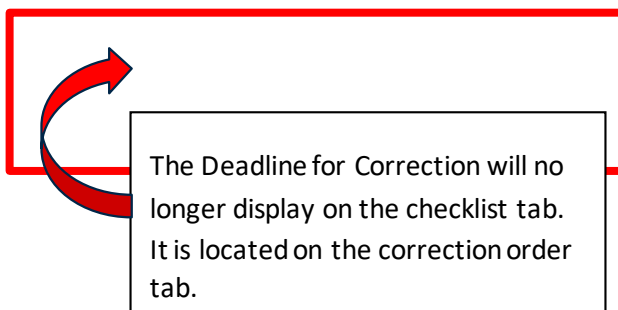
VIOLATION

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



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

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.

Review Data May Be Outdated On This Device

A different device was the last to update DHS for this review.
Time between device communications: 0 day(s), 0 hour(s), 2 minute(s).

Data Version	Device Name/ Licensor Name	Last "Sync" Time
DHS Data (last device in communication with DHS)	portable device Linda2 Lundstrom	06/13/2018 8:33:17 AM
Device Data (this device)	office device Linda2 Lundstrom	06/13/2018 8:30:38 AM

Options to resolve syncing issue:

- ☒ **Retrieve Checklist**
Data for this review on the DHS servers will *replace* the data saved on this device. Choose this option if known changes were made to this review on a different device.
- ☐ **Upload Checklist**
Review data from this device will *replace* the review data on the DHS servers. Choose this option if review data on this device is exactly what you want to send to the DHS server.
- ☐ **Activate Queue**
The normal ELICI queuing process will start sending data to DHS in the background. Choose this option if there are no known review changes on the other device.
- ☐ **Turn synchronization off (NOT RECOMMENDED!)**
Choose this option to allow this device's and DHS data for this review to be different for now. You will eventually need to select another option.

Apply Synchronization Choice

This Syncing Error tells me my portable device was last uploaded to the server.

While on my Office device, I will select "Retrieve Checklist" and "Apply Synchronization Choice". Now the checklist information from my portable device will be on my office device

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 licenser 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 ELICI 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.

The screenshot shows the 'Licenses' tab selected. Under 'Pick Criteria to Filter List', there are input fields for 'License ID', 'Program Name', and 'Starts With'. There are also checkboxes for 'Active' and 'Inactive'. The 'License State' is set to '** Select **'. The 'Active' checkbox is checked, and the 'Inactive' checkbox is also checked. The 'Starts With' radio button is selected, and the 'Wild Card' radio button is not.

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

** Select **

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, ELICI 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

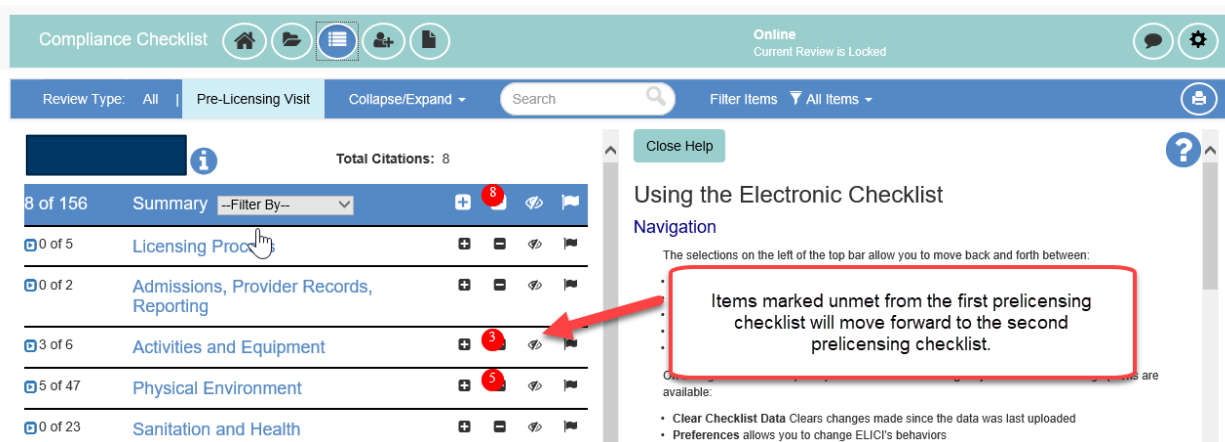
After this is completed, the checklist goes into a published status and locks down. The How Corrected screen no longer functions with this initial checklist.

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 ELICI will go to the Home screen where the new review will be

The screenshot displays the ELICI Compliance Checklist interface. At the top, a teal header bar contains the text 'Compliance Checklist' and several navigation icons. Below the header, the interface is organized into several sections. On the left, there are dropdown menus for 'License Type' (set to 'Group Family Day Care (C2)') and 'Review Type' (set to 'Pre-Licensing Visit'). Below these is a teal button labeled 'Move It Forward - Complete Prelicensing Review', which is highlighted by a red arrow. To the right of this button is a callout box with the text 'Select this button to create a new checklist'. Further right, there are dropdown menus for 'Review based on:' (set to 'On-site visit') and 'Exit Interview:' (set to 'Choose...'). To the right of these are fields for 'Visit Date' (06/16/2020) with a calendar icon and a 'Remove' button, and an 'Add Another Visit Date' button. Below the 'Visit Date' field is an 'Announced Visit:' dropdown menu (set to 'Announced'). At the bottom right, there is a 'Manage Documents:' section with a 'Manage Checklist Evidence' button. On the left side, below the 'Review Type' dropdown, is a 'Provider Information' section with a dark blue placeholder image. At the bottom, there is a 'Pre-Screen Questionnaire' section with a blue checkmark icon and the text 'Cares for children requiring diapers'.

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



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 ELICI 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.

The screenshot shows the 'Compliance Checklist' form. At the top, there is a navigation bar with icons for Home, Checklist, Profile, and Documents. The 'Checklist' icon is circled in red. Below the navigation bar, the form is divided into several sections. On the left, 'License Type' is set to 'Group Family Day Care (C1)'. Below it, 'Review Type' is a dropdown menu with 'Investigation' selected. To the right, 'Review based on:' is set to 'On-site visit'. Below that, 'Exit Interview:' is set to 'Choose...'. On the far right, 'Visit Date' is set to '09/07/2021'. Below that, 'Announced Visit:' is set to 'Unannounced'. At the bottom right, there is a 'Manage Documents:' section with a 'Manage Checklist Evidence' button. In the center, there is a 'Pre-Screen Questionnaire' section with three items: 'Cares for children requiring diapers', 'Cares for children who sleep in a non-rigid crib', and 'Cares for children who sleep in a rigid crib', all of which are checked.

2. Go to the Checklist

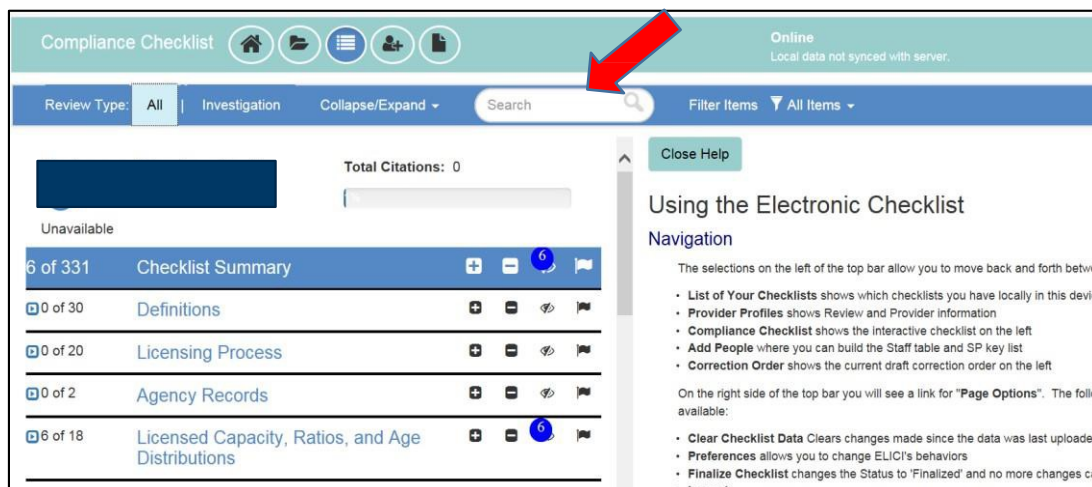
- There will be a blank checklist.
- Based on the complaint, build a custom checklist.
- Under Review Type, the orange arrow shows the checklist is currently on Investigation.
- Switch this to All by clicking on the word All. A custom checklist can be created.

Red arrow indicates All.

The screenshot shows the 'Compliance Checklist' form. At the top, there is a navigation bar with icons for Home, Checklist, Profile, and Documents. The 'Checklist' icon is circled in red. Below the navigation bar, the form is divided into several sections. On the left, 'Review Type:' is a dropdown menu with 'All' and 'Investigation' options. A red arrow points to the 'All' option, and an orange arrow points to the 'Investigation' option. Below the dropdown menu, there is a 'Total Citations: 0' section with a '100%' progress bar. To the right, there is a 'Using the Electronic Checklist' section with a 'Close Help' button. Below that, there is a 'Navigation' section with a list of items: 'List of Your Checklists', 'Provider Profiles', and 'Compliance Checklist'. The 'Compliance Checklist' item is highlighted.

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.

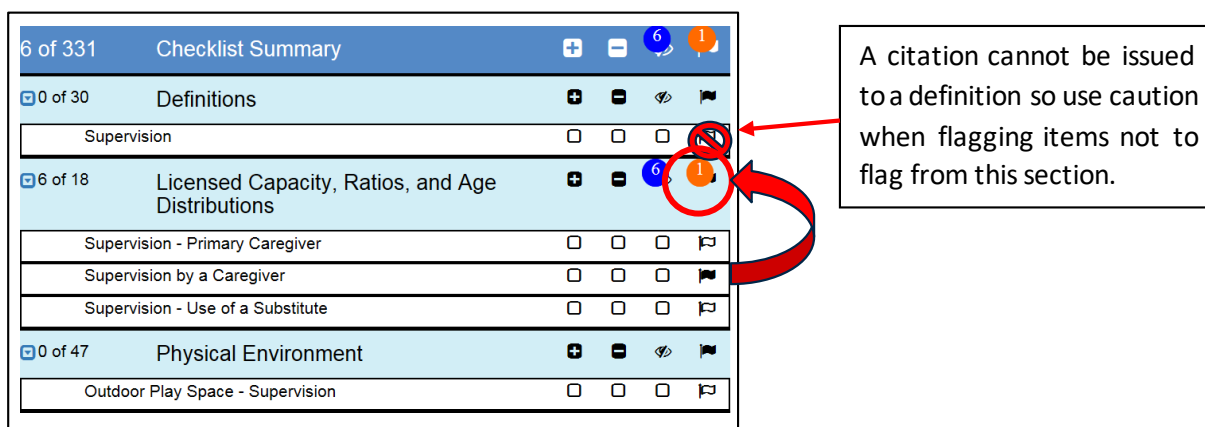


Working through a scenario: The complaint is in regards to the supervision of younger children in care while the school age children are getting ready to go to school. In this example, the licensor will investigate if the caregiver provides supervision.


- In the search box, enter supervision.




- 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.



- 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

- If there are additional items to investigate, continue the above steps of flagging the items in All that are needed to review.
- 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 ▾

Unavailable





Total Citations: 0

100%

0 of 0 Checklist Summary




1

0 of 0
Licensed Capacity, Ratios, and Age Distributions




1

Drop – In

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

The screenshot shows the 'Provider Profile Page' in the 'Compliance Checklist' application. Five items are highlighted with red circles and numbers:

- 1**: A dropdown menu for 'Drop-In Inspection' is open, showing options: Licensing/Re-Licensing Inspection, Off-Year Inspection, Change of Premise Inspection-CO, Change of Premise Inspection, Pre-Licensing Visit, Investigation, Back Office, and Drop-In Inspection (highlighted).
- 2**: A dropdown menu for 'Drop In Type' is open, showing options: Choose Drop In Type, Conditional License Monitoring (highlighted), Correction Order Monitoring, and Other.
- 3**: The 'Review based on:' dropdown menu is set to 'On-site visit'.
- 4**: The 'Visit Date' field is empty, with a 'Remove' button next to it.
- 5**: The 'Announced Visit:' dropdown menu is set to 'Unannounced'.

Other visible elements include a 'Manage Documents:' section with a 'Manage Checklist Evidence' button, and a 'Pre-Screen Questionnaire' section with a list of items checked with blue checkmarks: 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, Has a Pool, Provides transportation, Has a deck, Firearms present, and Registered to receive public funding.

2. Go to the checklist.


The screenshot shows the 'Compliance Checklist' application interface. The top navigation bar includes icons for Home, Checklist, Profile, and Documents. The 'Checklist' icon is circled in red. Below the navigation bar, the 'Review Type' is set to 'All', and the 'Investigation' tab is selected. The 'Total Citations' is 0. A help message is displayed on the right side of the screen:

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.

The screenshot shows the 'Compliance Checklist' interface. Step 1 points to the 'Review Type' dropdown, which is set to 'All'. Step 2 points to the search bar, which contains the text 'supervision'. Step 3 points to a checkbox in the 'Definitions' section, specifically for 'Supervision'. Step 4 points to the 'Add/Edit Internal Use Only Notes' section, which has a text area and an 'Update Internal Note' button.

 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' interface with the search term 'hazard'. The 'Review Type' is set to 'All'. The search results are displayed in a table with columns for item name, status, and flags. The items listed are:

Item Name	Status	Flags
Licensing Process	0 of 19	0 of 19
Hazardous condition	0	0
Correction of Hazardous Condition	0	0
Behavior Guidance	0 of 6	0 of 6
Behavior Guidance - Standards	0	0
Physical Environment	0 of 54	0 of 54
Water Hazards	0	0
Sanitation and Health	0 of 39	0 of 39
Hazardous Activity Materials are Out of Reach	0	0
Use of Hazardous Activity Materials	0	0

On the right side, there is a text box stating: 'The applicant obtains an inspection from a fire m verify the absence of hazard and report to agency. Ref. MN Rule/Statute 9502.0335, subpart 2.A'. Below this, there is a section for 'Evidence documents have not been added' with a button 'Add/Manage Evidence Documents'. At the bottom, there is a section for 'Add/Edit Non Public Checklist Notes' with a text area and a button 'Update Internal Note'.

4. Select the Drop-In Inspection tab.

Compliance Checklist

Online
Local data is synced with server

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

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

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

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)	Drop-In Inspection	In Progress	✓	04/29/2021	[Redacted]	Review Actions Actions for Review 5911 Upload Checklist Retrieve Checklist Remove From Device Delete From DHS

+ 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 ELICI.

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.

Compliance Checklist

Online
Local data not synced with server.

License Type
Family (A)

Review Type
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
09/04/2019
Add Another Visit Date
Remove

Announced Visit:
Announced

Notes About the Provider
Add a note about the provider - e.g. directions to the providers house
0 of 4000 characters

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
- ☐ Cares for infants or newborns
- ☐ Has pets
- ☐ Has liability insurance
- ☐ Has a New Caregiver
- ☐ Has a Pool/Wading Pool

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

Compliance Checklist

Online
Local data is synced with server.

Correction order: 1

[Checklist](#) / [Physical Environment](#) / [Combustible Items 36 Inches From Heat](#)

Correction Order 12928

Finalize correction order

[Correction Order Details](#)

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		

November 2021

65

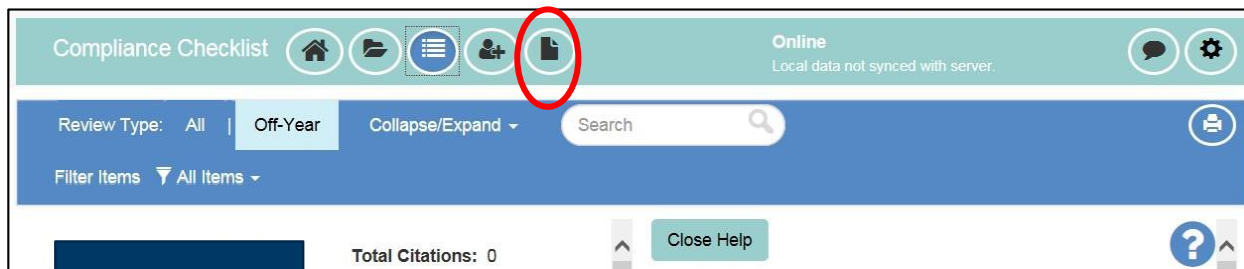
Determination

Annual Checklist No Licensing Violations

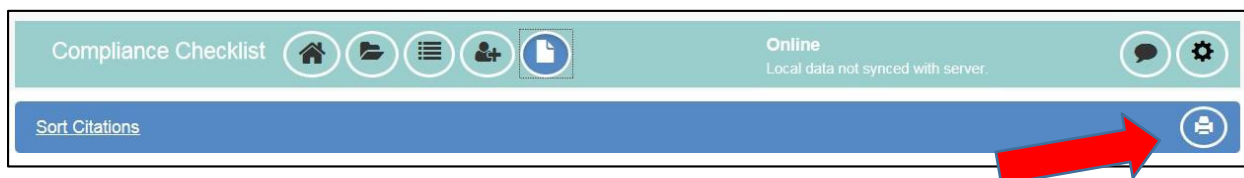
ELICI will generate a Licensing Review Report letter when the visit results in no violations.

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 displays the ELICI Compliance Checklist interface. The top navigation bar includes 'Compliance Checklist', 'Online' status, and a search bar. The main content area shows a list of items under the 'Sanitation and Health' category. Two items are highlighted with red circles and letters: 'A' for 'First Aid Kit' and 'B' for '[FXT] First-Aid Kit Contains Required Items'. A red arrow points from item B to the right-hand side panel.

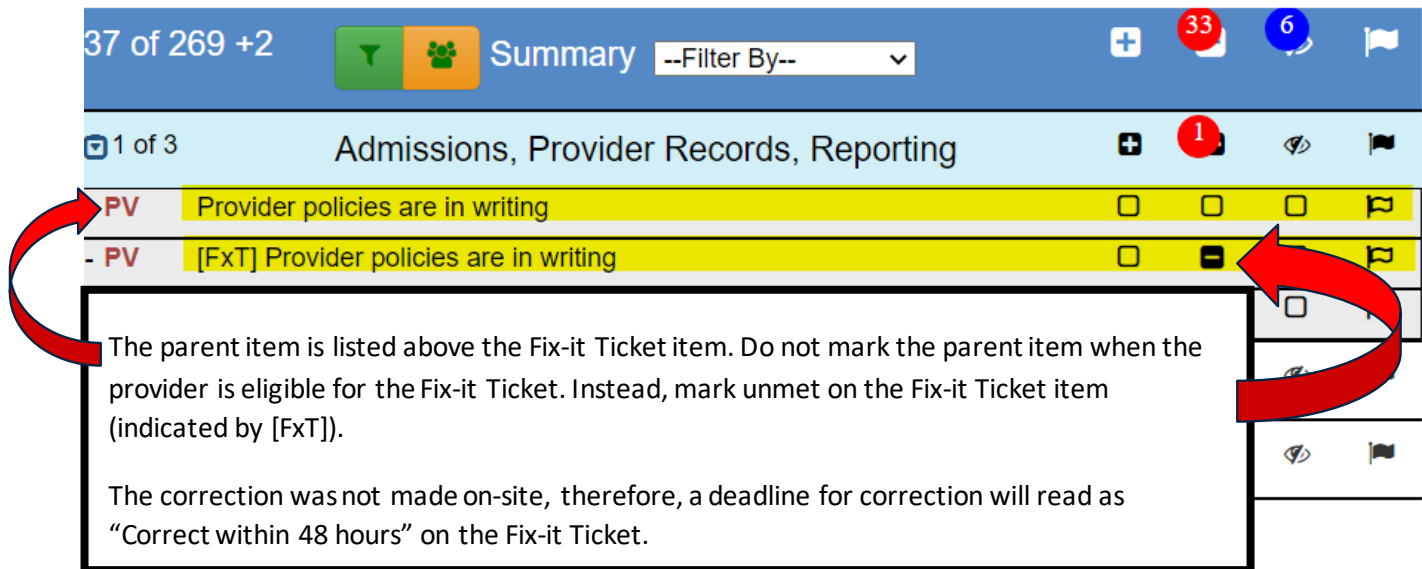
The right-hand side panel displays the following information:

- Required Items:**
 - ice pack and/or cold pack
 - oral or surface thermometer
 - mild liquid soap
 - tape
 - first-aid manual
- Ref. MN Rule/Statute:** [9502.0435_subpart 7](#)
- Status:** 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](#)
- 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--

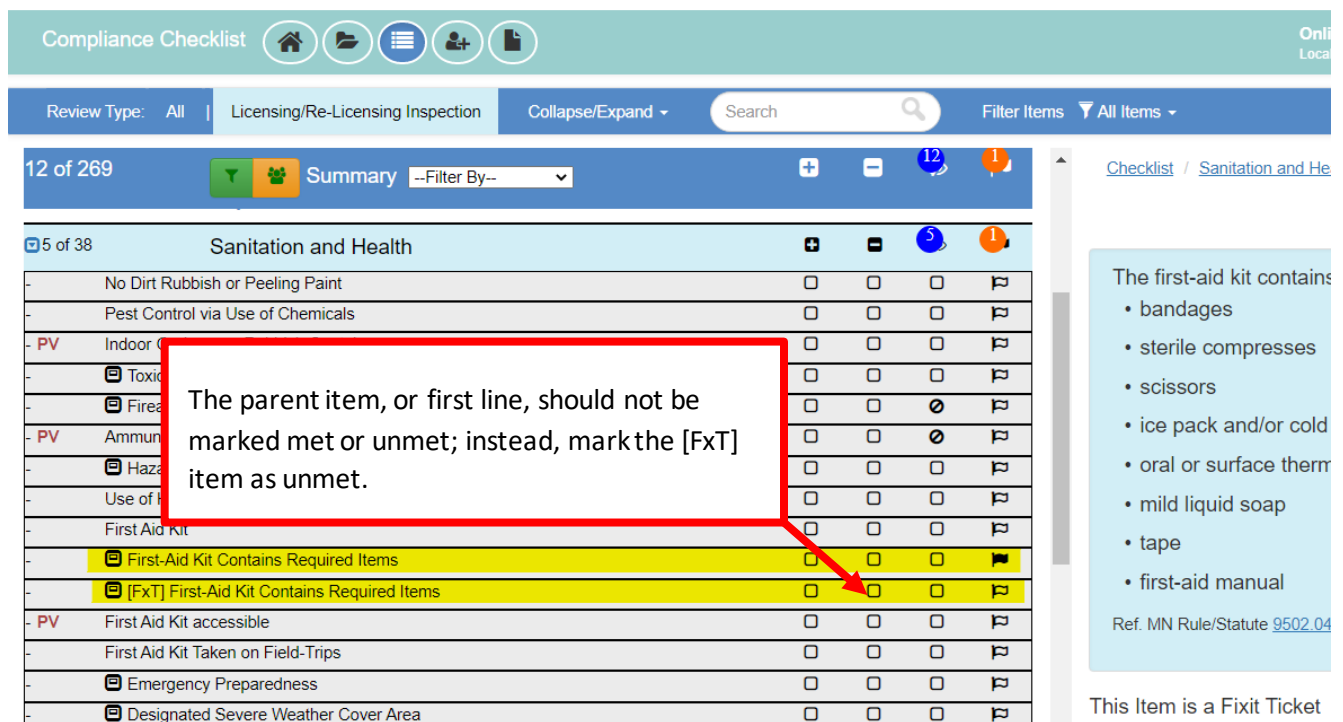
1 of 3 Admissions, Provider Records, Reporting

PV	Provider policies are in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- PV	[FXT] Provider policies are in writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

12 of 269 Summary --Filter By--

5 of 38 Sanitation and Health

-	No Dirt Rubbish or Peeling Paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-	Pest Control via Use of Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- PV	Indoor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-	Toxic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-	Fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- PV	Ammunition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
-	Hazardous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-	Use of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-	First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-	First-Aid Kit Contains Required Items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-	[FXT] First-Aid Kit Contains Required Items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- PV	First Aid Kit accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-	First Aid Kit Taken on Field-Trips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-	Emergency Preparedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-	Designated Severe Weather Cover Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The parent item, or first line, should not be marked met or unmet; instead, mark the [FXT] item as unmet.

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

No notes have been added yet.

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



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 licenser 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)

Compliance Checklist Online
Local data is synced with server.

Correction order: 1 **Fix-it Tickets**

[Checklist](#) / [Physical Environment](#) / [IFIT Basement is safe](#)

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.

The basement is free of hazard
Ref. MN Rule/Statute [9502.0425, subpart 1.B](#)

This Item is a Fixit Ticket

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

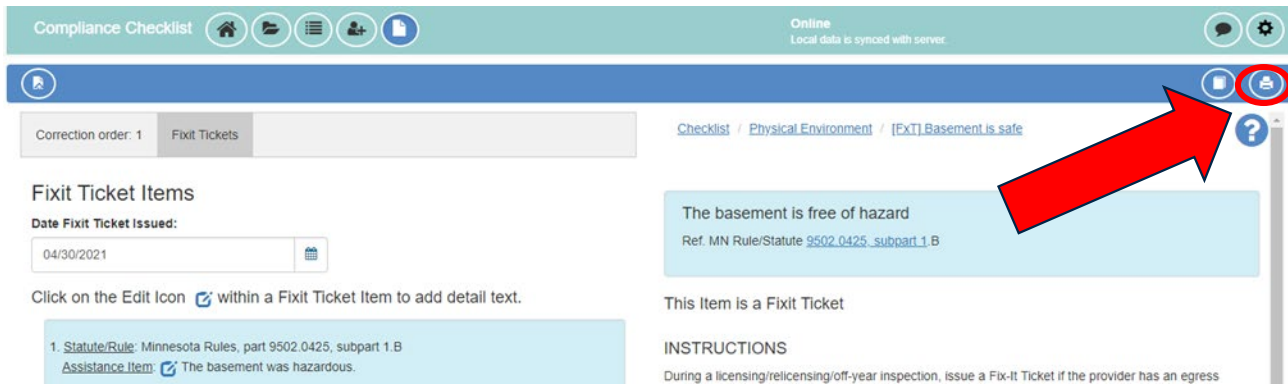
The basement was hazardous.

Basement egress filled with snow.

[Add Violation Text](#) 34 of 2000 characters

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

5. Click on the printer icon to print preview




Compliance Checklist Online
Local data is synced with server.


Correction order: 1 **Fixit Tickets**

[Checklist](#) / [Physical Environment](#) / [\[Fxt\] Basement is safe](#)

Fixit Ticket Items

Date Fixit Ticket Issued:
04/30/2021

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.

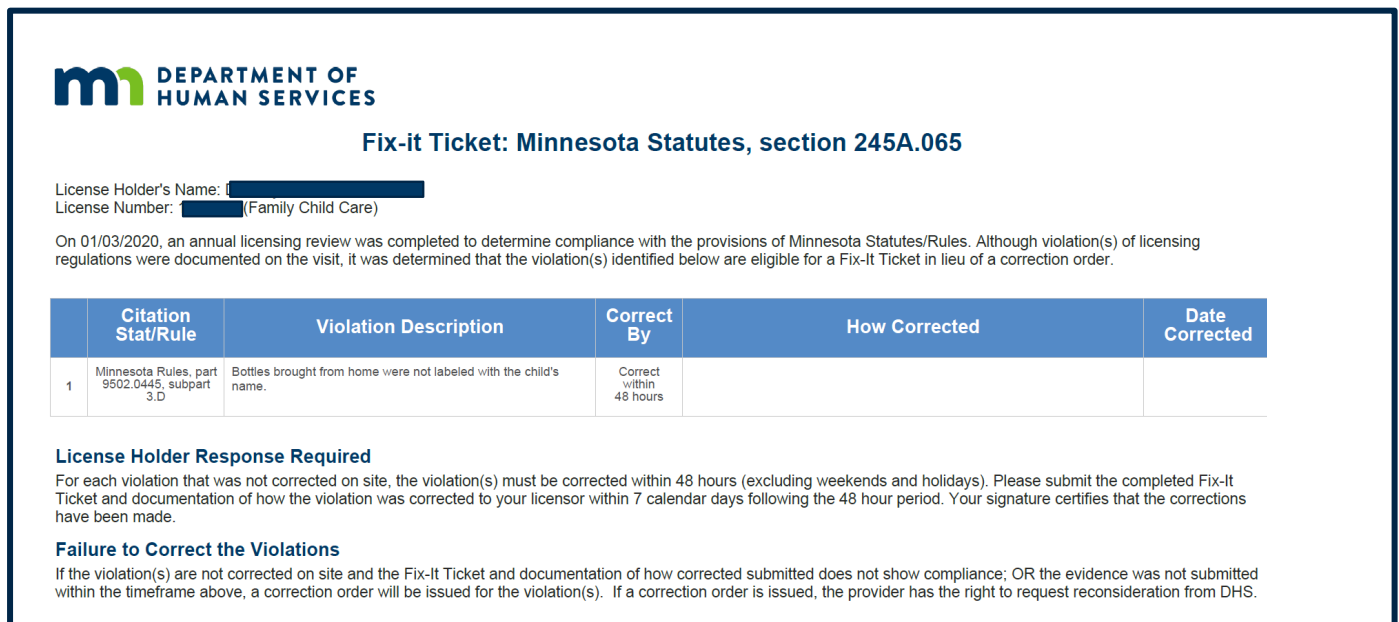
The basement is free of hazard
Ref. MN Rule/Statute [9502.0425, subpart 1.B](#)

This Item is a Fixit Ticket

INSTRUCTIONS
During a licensing/relicensing/off-year inspection, issue a Fix-It Ticket if the provider has an egress

6. Print the Fix-it Ticket

Fix-it Ticket looks like this:



mn 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

The screenshot shows the ELICI interface. At the top, there is a 'Compliance Checklist' header with several icons. A red circle 'A' points to a green icon with a white document symbol. Below the header, there is a blue bar with a red circle 'B' pointing to a green icon with a white document symbol. The main section is titled 'How Corrected' and contains a table with columns: Citation Stat/Rule, Description, Deadline for Correction, Date Corrected, and How Corrected. The table has two rows of data. A red circle 'C' points to a dropdown menu in the 'How Corrected' column of the first row, which is open and shows options: 'Choose Fixit Result', 'Pending response', 'Fix-it ticket corrected', 'Citation issued', and 'Merged with parent citation'. A red circle 'D' points to a green icon with a white document symbol in the bottom right corner of the table. A red box contains the following text: 'A. Select Correction Order Icon', 'B. Select 'How Corrected' Icon', 'C. Select - Citation Issued', and 'D. Select Correction Order Icon again- this will take you to the correction order section.'

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		<div>Choose Fixit Result Pending response Fix-it ticket corrected Citation issued Merged with parent citation Choose How Corrected</div>
2. Minnesota Rules, part 9502.0385, subpart 1 B	The provider did not follow age distribution requirements.	Immediately		<div>Under Appeal</div>

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.

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.

Compliance Checklist

Online
Local data not synced with server

Correction order: 1 Correction order: 2 **A**

Update Notes

Correction Order 1605

B Correction Order Details

F Finalize correction order

D

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.

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

Add Violation Text

☐ Corrected on-site

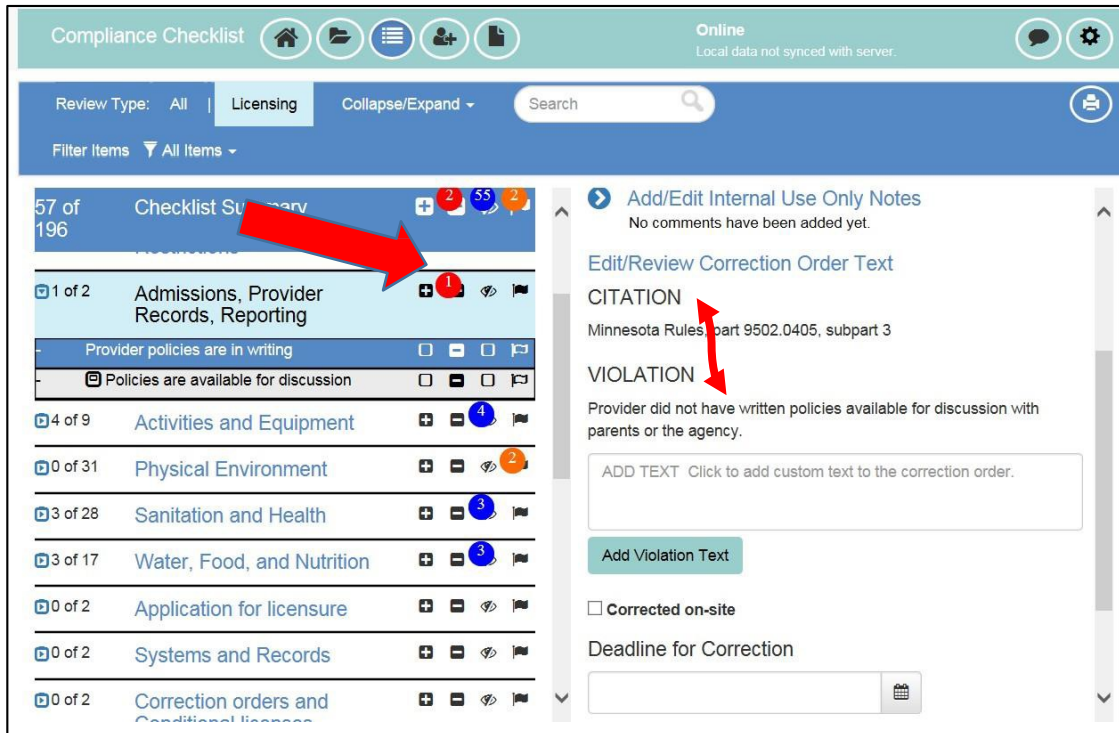
Deadline for Correction
07/04/2018

C

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

1. 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' interface. The top bar includes 'Online' status and a search bar. The left sidebar shows a checklist summary with 57 of 196 items. The main content area displays the 'Admissions, Provider Records, Reporting' section. A red arrow points to the 'Unmet' status button. The right panel shows the citation and violation text.

Compliance Checklist Online
Local data not synced with server.

Review Type: All | Licensing Collapse/Expand Search

Filter Items All Items

57 of 196 Checklist Summary

1 of 2 Admissions, Provider Records, Reporting

Provider policies are in writing

Policies are available for discussion

4 of 9 Activities and Equipment

0 of 31 Physical Environment

3 of 28 Sanitation and Health

3 of 17 Water, Food, and Nutrition

0 of 2 Application for licensure

0 of 2 Systems and Records

0 of 2 Correction orders and Conditional licenses

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

Edit/Review Correction Order Text

CITATION
Minnesota Rules, part 9502.0405, subpart 3

VIOLATION
Provider did not have written policies available for discussion with parents or the agency.

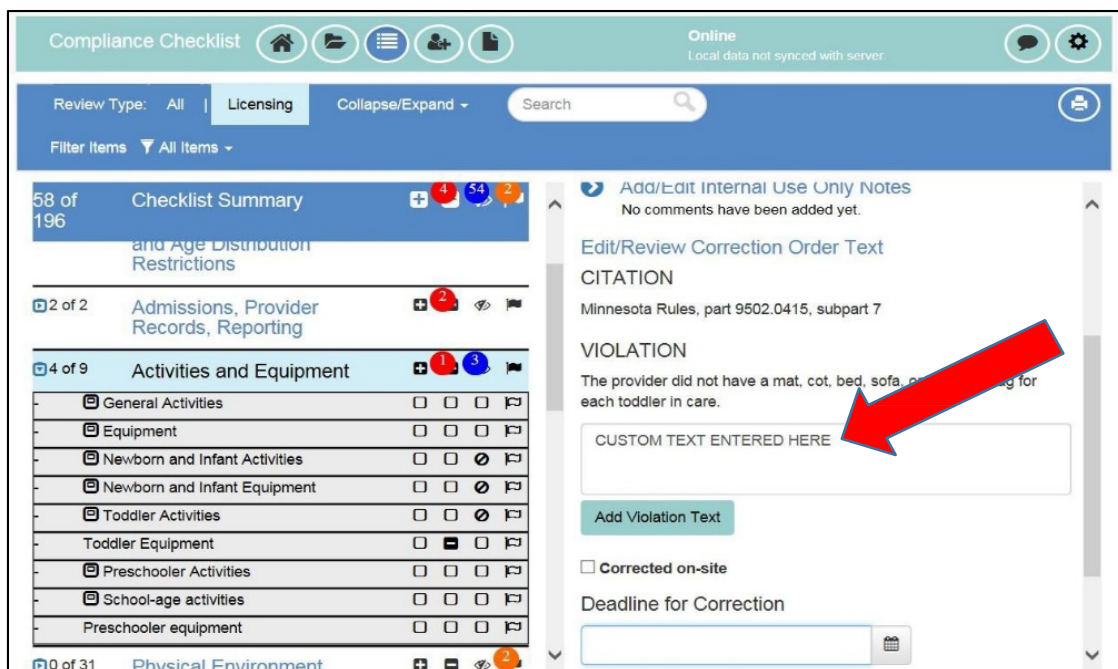
ADD TEXT Click to add custom text to the correction order.

Add Violation Text

☐ Corrected on-site

Deadline for Correction

2. 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 'Compliance Checklist' interface. The top bar includes 'Online' status and a search bar. The left sidebar shows a checklist summary with 58 of 196 items. The main content area displays the 'Activities and Equipment' section. A red arrow points to the 'CUSTOM TEXT ENTERED HERE' box.

Compliance Checklist Online
Local data not synced with server.

Review Type: All | Licensing Collapse/Expand Search

Filter Items All Items

58 of 196 Checklist Summary

2 of 2 Admissions, Provider Records, Reporting

4 of 9 Activities and Equipment

General Activities

Equipment

Newborn and Infant Activities

Newborn and Infant Equipment

Toddler Activities

Toddler Equipment

Preschooler Activities

School-age activities

Preschooler equipment

0 of 31 Physical Environment

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

Edit/Review Correction Order Text

CITATION
Minnesota Rules, part 9502.0415, subpart 7

VIOLATION
The provider did not have a mat, cot, bed, sofa, or couch for each toddler in care.






CUSTOM TEXT ENTERED HERE


Add Violation Text






☐ Corrected on-site




Deadline for Correction

- 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.


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



VIOLATION
☐ Manually Edit Text 
The license holder did not obtain written consent from a parent or legal guardian 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
 

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

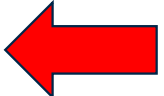
Compliance Checklist      Online
Local data is synced with server.

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

Minnesota Early Childhood License  Total Citations: 2

14 of 269   Summary --Filter By--

0 of 2	Licensing Process	+	-	6	12	1
6 of 11	Licensed Capacity, Ratios, and Age Distributions	+	-	6		
0 of 2	Reporting to Agency	+	-			
0 of 6	Behavior Guidance	+	-			
1 of 3	Admissions, Provider Records, Reporting	+	-	1		
0 of 10	Activities and Equipment	+	-			
1 of 43	Physical Environment	+	-	1		
5 of 38	Sanitation and Health	+	-	5		1
1 of 19	Water, Food, and Nutrition	+	-	1		
- PV	Safe Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- PV	Safe Well-Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- PV	Accessible Drinking Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-	Separate/Single-Serve Cups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- PV	Milk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- PV	Well-Balanced Meals and Snacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

The screenshot displays the 'Correction Order 23473' form within the 'Compliance Checklist' application. The interface includes a top navigation bar with icons for Home, Lists, Add, and Correction Order (highlighted with a red circle 1). The form itself is divided into several sections:





- Correction Order 23473**: The main title of the form.
- Date Correction Order Issued:** A date picker set to 05/07/2021 (highlighted with a red circle 2).
- Return to Agency By:** A date picker set to 05/17/2021 (highlighted with a red circle 2).
- Finalize correction order**: A green button (highlighted with a red circle 6).
- Behavior guidance provided by caregivers is constructive, positive, and suited to the age of the child and includes methods of intervention, guidance, and redirection.**: A text area with a reference to MN Rule/Statute 9502.0395, subpart 1 B (highlighted with a red circle 4).
- Evidence documents have not been added**: A section with a button to 'Add/Manage Evidence Documents'.
- Add/Edit Non Public Checklist Notes**: A section with a note that 'No notes have been added yet.'
- Edit/Review Correction Order Text**: A section with a 'CITATION' field containing 'Minnesota Rules, part 9502.0395, subpart 1.B' and a 'VIOLATION' field containing 'Caregiver's guidance was not constructive, positive, or suited to age of children, including methods of intervention, guidance, and redirection.' (highlighted with a red circle 3).
- ADD TEXT**: A section with a button to 'Add Violation Text'.
- Corrected on-site**: A checkbox (highlighted with a red circle 3).
- Deadline for Correction**: A date picker (highlighted with a red circle 3).


Red numbered arrows (1-6) indicate the steps for issuing a correction order: 1. Click on the correction order icon; 2. Complete the issue date and return to agency date; 3. View each violation; 4. Print preview by clicking on the printer icon to view the document; 5. Upload (from the Home screen); 6. Finalize the correction order.

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

Compliance Checklist     Online
Local data is synced with server.


A 

Correction order: 1

Correction Order 1865

[Finalize correction order](#)

[Correction Order Details](#)

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

1. Citation: Minnesota Rules, part 9502.0415, subpart 3
Violation: ☒ The equipment was not safe and in good repair.

2. Citation: Minnesota Rules, part 9502.0415, subpart 3
Violation: ☒ The quantity of equipment was not adequate for the number and ages of children in care.

3. Citation: Minnesota Rules, part 9502.0435, subpart 5
Violation: ☒ Ammunition was not stored in a locked area.

B [Add a New Correction Order](#)

Choose CO Violation Location

Available Correction Orders

Correction Order Id: 1865

- The equipment was not saf...
- The quantity of equipment...
- Ammunition was not stored...

[Remove CO 1865](#)

[Update CO Violations](#) [Cancel](#)

C

D [Update CO Violations](#)

Print separate correction orders
A. Select Icon
B. Select 'Add a New Correction Order'
C. Move over items you want on a separate correction order.
Repeat as needed.
D. Update CO Violations

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

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

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 ELICI will display.

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

The screenshot shows the 'Compliance Checklist' interface. The top navigation bar includes 'Compliance Checklist', a home icon, a folder icon, a list icon, a user icon, and a document icon. The status 'Online' and 'Local data is synced with server.' are displayed. The 'Review Type' dropdown is set to 'All', and the search bar contains 'comply'. The 'Filter Items' dropdown is set to 'All Items'. The main content area shows a list of items under the 'Licensing Process' section. The 'Failure to Comply' item is highlighted in yellow. The 'Violation' section shows the text 'Failure to correct items identified on Correction Order issued on 4/2/21...' with a red arrow pointing to it. Below this, there is a checkbox for 'Corrected on-site' and a 'Deadline for Correction' field set to '05/07/2021' with a red arrow pointing to it.

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

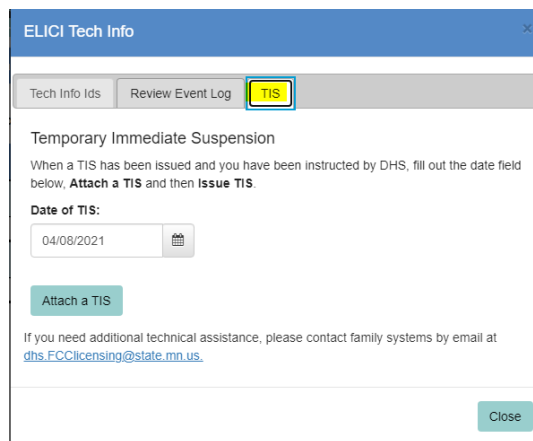
Do not finalize any correction orders on this checklist. Just leave the violations marked unmet.

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.

A screenshot of the 'ELICI Tech Info' window. It has a blue header bar with the title 'ELICI Tech Info' and a close button. Below the header is a tabbed interface with three tabs: 'Tech Info Ids', 'Review Event Log', and 'TIS'. The 'TIS' tab is selected and highlighted with a yellow border. The main content area is titled 'Temporary Immediate Suspension' and 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 of TIS:' label followed by a date input field showing '04/08/2021' and a calendar icon. There is a green button labeled 'Attach a TIS'. At the bottom, there is a line of text: 'If you need additional technical assistance, please contact family systems by email at dhs.FCClicensing@state.mn.us.' and a green '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”.

A screenshot of the 'Licensing Actions' window. It has a blue header bar with the title 'Licensing Actions' and a close button. The main content area is titled 'Choose a Licensing Action Below:' and displays 'Licensing Action Id: 42283 - Issue Date: 11/01/2013'. Below this is a section labeled 'Action Types:' with a radio button next to 'Temp Immed Suspension'. A red arrow points to this radio button. At the bottom, there are three buttons: 'Attach Selected Action', 'Remove All Licensing Actions', and 'Cancel'. A red arrow points to the 'Attach Selected Action' button.

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:

04/26/2021

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.FCCicensing@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 8851 - no co issued

Correction Order becomes blank for a TIS

How Corrected

See Licensing Action

How Corrected auto completes as 'See Licensing Action'

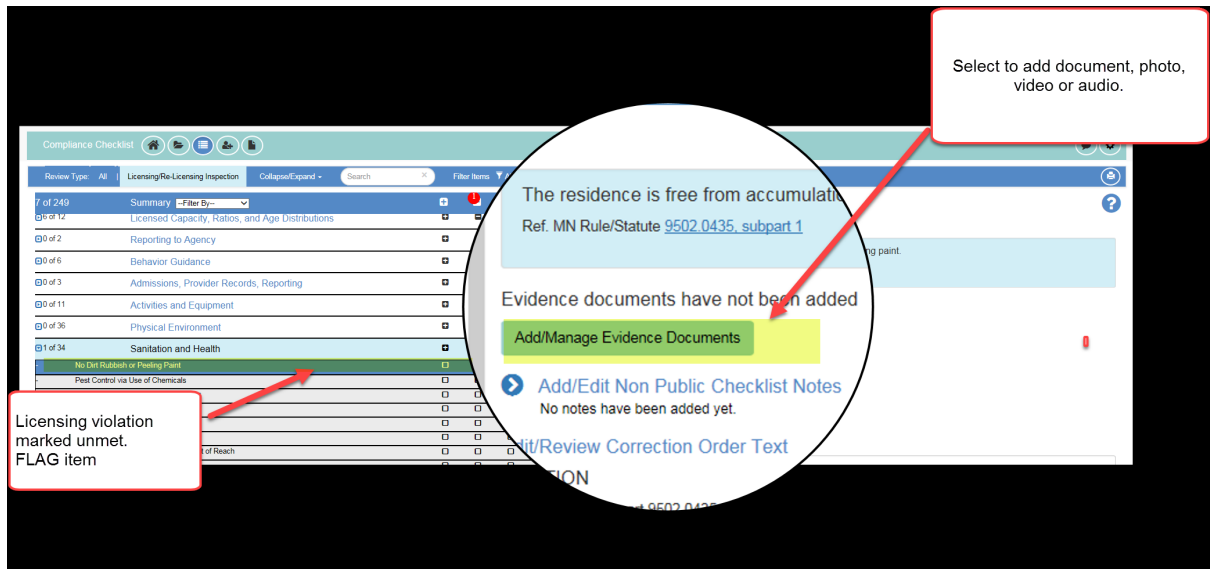
Adding/Manage Evidence and Documents

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.

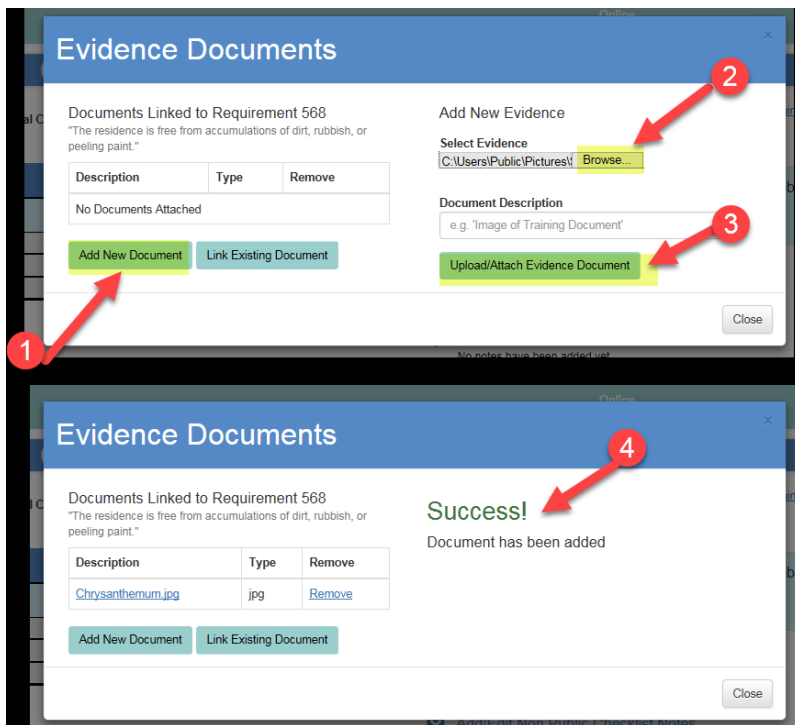
Let's use the example of a home being really dirty and full of garbage.

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

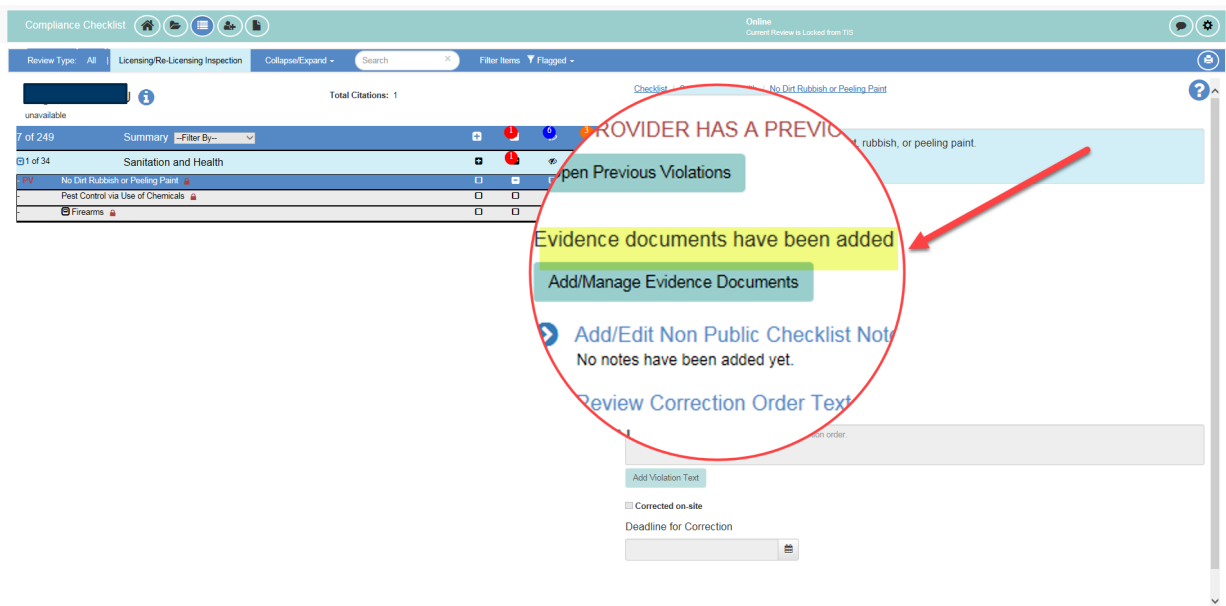
Here's how this feature will look:



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.



Compliance Checklist

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.

m 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 [REDACTED] 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' interface. At the top, there's a navigation bar with 'Compliance Checklist' and several icons. Below it, a blue bar contains 'Online' and 'Local data is synced with server.' The main heading is 'How Corrected'. A table lists violations. A red arrow points to a button labeled 'Manage How Corrected Evidence' in the top right corner of the table area.

Citation Stat/Rule	Description	Deadline for Correction	Date Corrected	How Corrected
1. Minnesota Statutes, section 245A.50, subdivision 5.e	In-person or online SUID and/or AHT training was not repeated at least once every two years.	Immediately	<input type="text"/>	<div>Choose How Corrected <input type="checkbox"/></div> <div><input type="checkbox"/> Under Appeal</div> <div>Add/Manage Evidence Documents Evidence documents have not been added</div>

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' modal. It has a blue header with the title and a close button. Below the header, there are two main sections: 'Add New Evidence/File' and 'How Corrected items'. The 'Add New Evidence/File' section has a checkbox for 'Add New Evidence' and a 'Select Evidence' field with a 'Browse...' button. The 'How Corrected items' section has a button 'Add/Update Linked Items' and a table of items. Red arrows and annotations explain the steps: 1. Click 'Add New Evidence' or 'Existing Evidence'. 2. Click 'Add/Update Linked Items' or pick items individually. 3. Click 'Add/Update Linked Items'.

Evidence Documents

Add New Evidence/File

☐ Add New Evidence

Select Evidence

Browse...

Existing Evidence

Description	Type	Action
evidence three	jpg	Add/View Violations for evidence three

How Corrected items

Add/Update Linked Items

Link to Evidence	Item Text
<input type="checkbox"/>	Attach All Listed Items to Evidence
<input type="checkbox"/>	In-person or online training in reducing the risk of sudden unexpected infant death and/or abusive head trauma was not repeated at least once every two years.
<input type="checkbox"/>	Video training in reducing the risk of sudden unexpected infant death and/or abusive head trauma was not repeated when not completing in-person or online training.
<input type="checkbox"/>	Car seat training was not received from an approved instructor.
<input type="checkbox"/>	License holder and/or caregiver did not complete supervising for safety training each year.

Evidence Documents

Add New Evidence/File

☐ Add New Evidence

Select Evidence

Browse...

Existing Evidence

Description	Type	Action
jellyfish	jpg	Add/View Violations for jellyfish

How Corrected items

[Add/Update Linked Items](#)

Success!

Your new evidence was successfully added.

Checked items will be attached to 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

How Corrected

Citation Stat/Rule	Description	Deadline for Correction	Date Corrected	How Corrected
1. Minnesota Rules, part 9502.0335, subpart 10	Fix-it: The provider has not posted the license in the residence in a prominent place.	Immediately	10/15/2018	Fix-it ticket corrected
2. Minnesota Rules, part 9502.0425, subpart 5	Fix-it: Door to attached garage was not self-closing.	10/17/2018	10/31/2018	Corrected during on-site visit
3. Minnesota Rules, part 9502.0425, subpart 16	Fire extinguisher was not maintained as required.	10/22/2018	10/31/2018	Documentation submitted/Approved
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
5. Minnesota Rules, part 9502.0445, subpart 4 B	Fix-it: 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

Annotations:

- 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
- D:** Upload the How Corrected data
- E:** Publish How Corrected when done

Callouts:

- No action needed for corrected on-site items.
- Choose how violation was corrected from drop down

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, ELICI 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

Citation Stat/Rule	Description	Deadline for Correction	Day
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

- 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. Licensors 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.

Manage How Corrected Evidence

How Corrected

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		<div>Pending response</div> <div>Choose Fixit Result</div> <div>Pending response</div> <div>Fix-it ticket corrected</div> <div>Citation issued</div> <div>Merged with parent citation</div>

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.

The screenshot shows the ELICI interface. At the top, there is a navigation bar with icons for Compliance Checklist, Home, Reports, Users, and a green square icon labeled 'A'. Below this is a blue bar with a green square icon labeled 'D' and a green square icon labeled 'B'. The main section is titled 'How Corrected' and contains a table with two rows of violations. The first row is for 'Minnesota Rules, part 9502.0335, subpart 10' and the second row is for 'Minnesota Rules, part 9502.0365, subpart 1.B'. Both rows have a 'Fixit:' description and a 'Deadline for Correction' of 'Immediately'. The 'Date Corrected' column has a calendar icon. The 'How Corrected' column has a dropdown menu labeled 'C' with options: 'Choose Fixit Result', 'Pending response', 'Fix-it tickets corrected', 'Citation issued', and 'Merged with parent citation'. Below the dropdown is a 'Choose How Corrected' dropdown and a checkbox for 'Under Appeal'.

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		<div>Choose Fixit Result Pending response Fix-it tickets corrected Citation issued Merged with parent citation</div> <div>Choose How Corrected</div> <div><input type="checkbox"/> Under Appeal</div>
2. Minnesota Rules, part 9502.0365, subpart 1.B	The provider did not follow age distribution requirements.	Immediately		

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).

Compliance Checklist

Online
Local data not synced with server

Correction order: 1 Correction order: 2 **A**

B 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.

E Finalize correction order

Update Notes

Edit/Review Correction Order Text

CITATION
Minnesota Rules, part 9502.0435, subpart 7

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

D

- 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.

Compliance Checklist

Online
Local data is synced with server

How Corrected

Corrected during on-site visit

How Corrected

Manage How Corrected Evidence

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

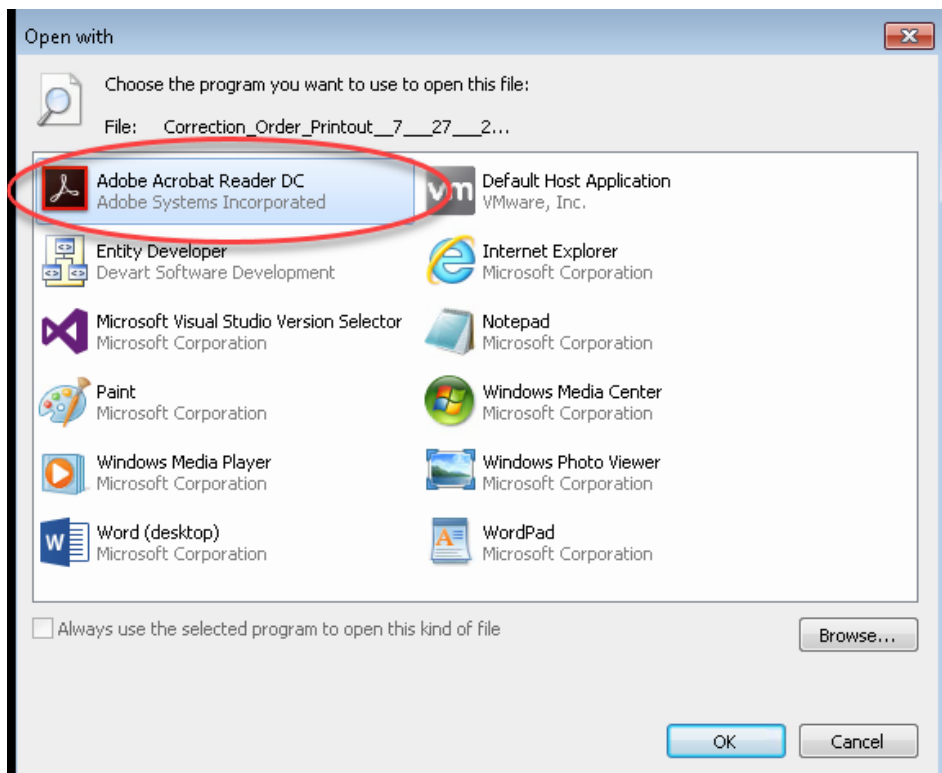
Violation was corrected on-site during the visit and the user marked this as corrected on-site in the checklist. How Corrected will autofill the information.

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.

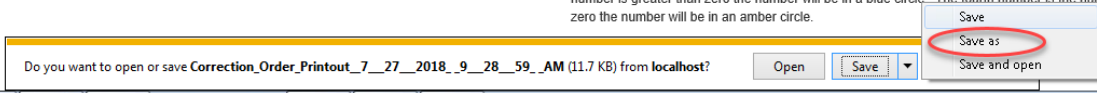
However, some counties are set up so that the window asking them to pick a program (like the one above) doesn't open. In this case, saving it explicitly as a pdf should associate it with the right program and then open it.

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

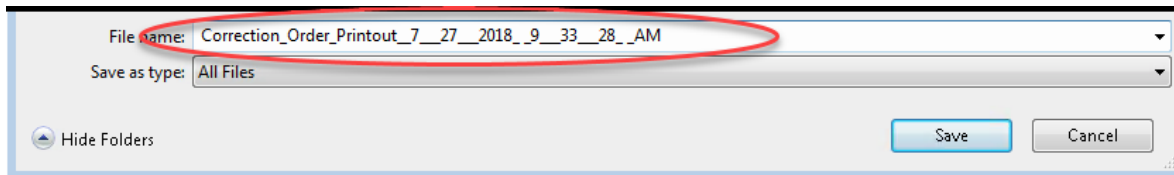


2. Click on the arrow to the right of **Save**

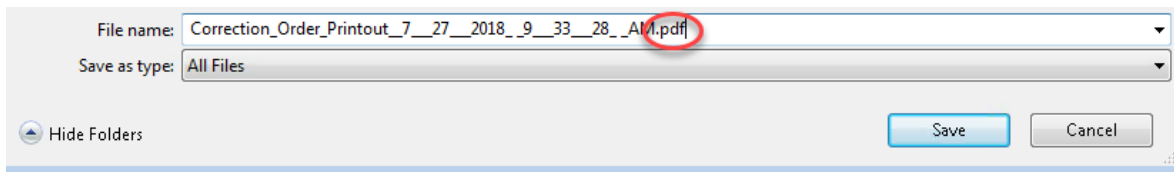
There are also four color coded badges on the right hand side of the ribbon. The first number is a number greater than zero this number will be in a green circle. The second number is a number greater than zero the number will be in a red circle. The third number is the number of items marked number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



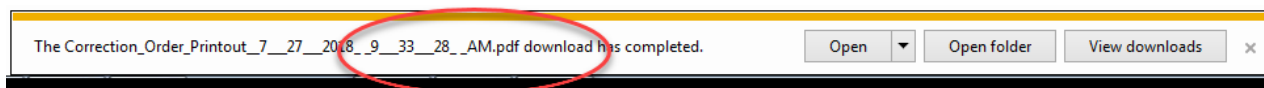
4. The **Save as** dialogue box should pop-up. Choose the folder where the file should save
5. In the Dialogue box, the name should look like this (notice no file extension)



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)

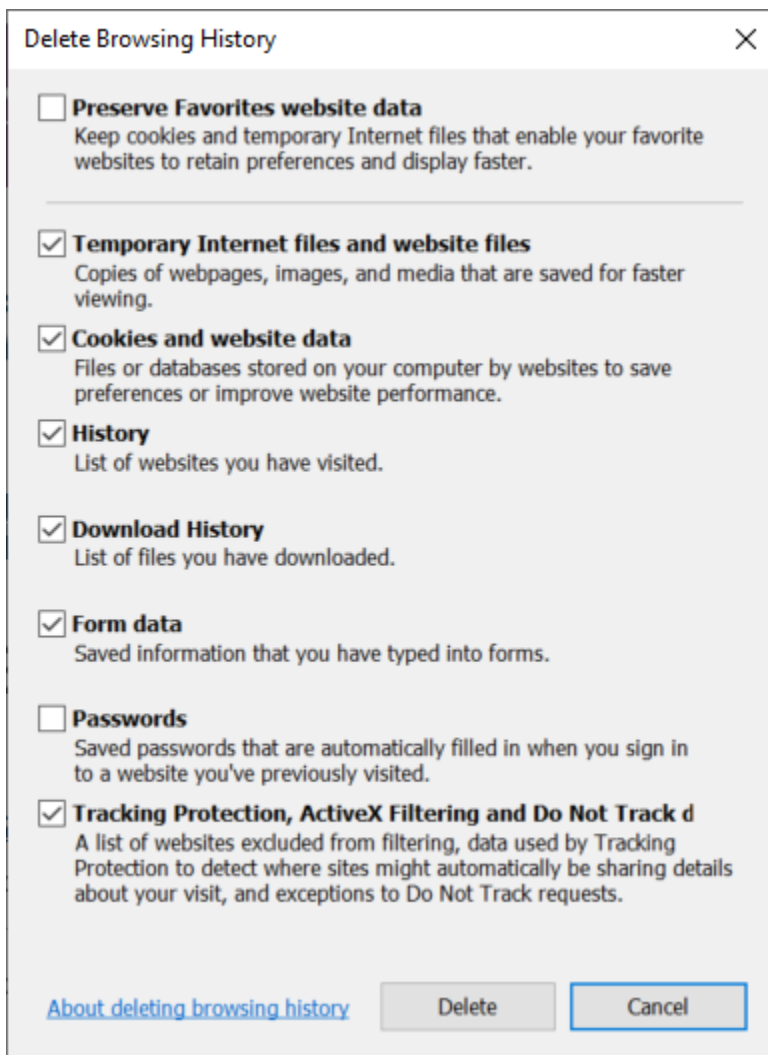
[Google Support - Clear Cache & Cookies iPhone & iPad](#)

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.**