## **Inspection Findings Review Form – This form must be submitted to** **eyi.ifr@tusla.ie**

*If the registered provider has exhausted Tusla’s Request for Inspection Findings Review Process, they have the right to raise the matter with the Ombudsman for Children.*

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| **Responding to the Draft Inspection Report** |
| **Response** | **Inspection Findings Review (IFR)** | **Factual Accuracy (FA)** | **Corrective and Preventive Action (CAPA)** |
| **What it means** | **Inspection Findings Review** refers to process applied if the registered provider disagrees with inspection findings as per the draft inspection report. | **Factual accuracy** refers to an error in the draft inspection report, for example: number of staff members, telephone number, date of inspection.  | The **corrective and preventive actions** are the defined actions necessary for the registered provider to take, in order to meet the regulatory requirements. |
| **Relevant form** | Inspection Findings Review submissions **will only be accepted** on an **Inspection Findings Review Form**. | Factual Accuracy submissions **will only be accepted** on a **Factual Accuracy Form**. | CAPA submissions **will only be accepted** on a **CAPA Form**. |

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| **To be completed by person submitting an Inspection Findings Review Form** |
| **TU number:** |  | **Person submitting request:** |  |
| **Name of service:** |  | **Date of inspection(s):** |  |
| **Name of registered provider (RP):** |  | **If person submitting the IFR is not the RP, they have been fully authorised to do so?** | Yes ☐ No ☐ |
| **Please Tick: This form is a request for an Inspection Findings Review 1** [ ]  **Review 2** [ ] .Please note:* Only inspection findings which underwent Review 1, may be submitted for Review 2. No new inspection finding will be accepted for Review 2.
* The outcome of Review 1 must be issued before a request for an Inspection Findings Review 2 will be accepted.
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| **Please follow step before submitting.** |
| **1.** | **Have you all sections of the form completed in full?** |
| **2.** | **Are you within the correct timeframe?**Review 1: 10 working days from date of issue of Draft Inspection ReportReview 2: 5 working days from date of issue of Review 1 Outcome |
| **3.** | **Have you provided evidence to support your submission, where available?** |
| **4.** | **Are you sending the form to the correct email address –** **eyi.ifr@tusla.ie****?** |

| **To be completed by:** | **Inspection Findings Review Form****This form must be submitted to** **eyi.ifr@tusla.ie** |
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| **Registered Provider** | **Regulation**(Regulation number and non-compliance number)  |  |
| **Inspection Finding**(Insert exact wording of the draft inspection report finding) |  |
| **Registered provider’s rationale** for disputing the inspection findings |  |
| **Registered provider’s evidence** to support the request for IFR |  |
| **To be completed by Tusla Early Years Inspectorate** |
| **Tusla** | **Review Outcome**  |  |
| **Rationale for Outcome** (if not accepted) |  |
| **Amendment to report wording** |  |
| ***Duplicate this box if more than one non-compliance is being submitted for an Inspection Findings Review.*** |