

# INSPECTION FINDINGS REVIEW

One Page Guidance

**EARLY  
YEARS**  
INSPECTORATE

		<b>REVIEW 1 – REQUEST FOLLOWING INSPECTION</b>	<b>REVIEW 2 - REQUEST FOLLOWING REVIEW 1</b>
1.	<b>What?</b>	<ul style="list-style-type: none"> <li>Request must relate to inspection findings as per draft inspection report that the registered provider disagrees with</li> </ul>	<ul style="list-style-type: none"> <li>Must relate to inspection findings which were subject to Review 1</li> </ul>
2.	<b>Who?</b>	<ul style="list-style-type: none"> <li>Request must be submitted by the registered provider or designate</li> </ul>	<ul style="list-style-type: none"> <li>Request must be submitted by the registered provider or designate</li> </ul>
3.	<b>How?</b>	<ul style="list-style-type: none"> <li>On correct form</li> <li>Must detail findings disagreed with from Draft Inspection Report</li> <li>Word format</li> <li>Evidence where required</li> </ul>	<ul style="list-style-type: none"> <li>On correct form</li> <li>Must detail findings disagreed with from Draft Inspection Report</li> <li>Word format</li> <li>Evidence where required</li> </ul>
4.	<b>When?</b>	<ul style="list-style-type: none"> <li>Within 10 days of date of issue of draft report</li> </ul>	<ul style="list-style-type: none"> <li>Within 5 days of date of issue of draft report</li> </ul>
		<b>REVIEW 1 – INSPECTORATE ACTION</b>	<b>REVIEW 2 – INSPECTORATE ACTION</b>
5.	<b>Screening</b>	<ul style="list-style-type: none"> <li>To make sure it meets defined criteria</li> </ul>	<ul style="list-style-type: none"> <li>To make sure it meets defined criteria</li> </ul>
6.	<b>Review</b>	<ul style="list-style-type: none"> <li>Within 10 days of screening</li> <li>By 2 IRMs</li> </ul>	<ul style="list-style-type: none"> <li>Within 10 days of screening</li> <li>By Inspection Findings Review Panel</li> </ul>
7.	<b>Outcome</b>	<ul style="list-style-type: none"> <li>Issued to Provider</li> <li>Report amended if necessary</li> </ul>	<ul style="list-style-type: none"> <li>Issued to Provider</li> <li>Report amended if necessary</li> </ul>
8.	<b>Appeal</b>	<ul style="list-style-type: none"> <li>If Provider disagrees, they can appeal by submitting a request for Review 2</li> </ul>	<ul style="list-style-type: none"> <li>Registered provider has right to go to Ombudsman at any point during or after the process.</li> </ul>