

## Notice of Inspection Rights

### Contact Information

Name	Phone	Date of Inspection	Time of Inspection A.M.      P.M.
Location Address			
City	State	Zip Code + 4	
Mailing Address if different			
City	State	Zip Code + 4	

**Name of Inspector(s)**  
(The inspector must provide photo identification)

### This inspection is conducted under the authority of Arizona Revised Statutes and the Arizona Administrative Code

#### The purpose of this inspection is:

- To verify compliance with licensing requirements for a:  
     Child Welfare Agency              Family Foster Home
- To verify compliance with OLR Life-Safety requirements.
- To conduct an inquiry or follow-up on a complaint related to a service that is licensed or regulated by OLR.
- Other: \_\_\_\_\_

#### You have a right to:

- a**) Have an on-site representative of this service, home or facility accompany the inspector on the premises, except during confidential interviews.
- b**) Make copies of any original documents, if originals are to be taken during the inspection.
- c**) Be informed that all statements made during the inspection may be included in the inspection report.
- d**) Be informed if and when a conversation during the inspection is to be tape-recorded.
- e**) Due process relating to an appeal of a final decision based on the results of the inspection.
- f**) Contact the DCS Office of the Ombudsman to file a complaint regarding services, actions, lack of actions or treatment by the DCS staff. The Office of the Ombudsman will review your complaint and determine the type of response needed. The office may be reached via email at [Ombudsman@azdcs.gov](mailto:Ombudsman@azdcs.gov) or by telephone is 1-877-527-0765 or (602) 364-0777.

#### If you have any questions regarding this inspection, you may ask the inspector directly, or you may contact:

Immediate Supervisor	Phone
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#### To request an administrative review of the decisions based on the results of the inspection, you may contact:

Second Level Supervisor	Phone
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#### To appeal a licensing decision, notify your licensing worker who will, in turn, file the request for an appeal.

I have been informed of my inspection and due process rights, as listed above. I understand that while I have the right to decline to sign this form, the inspector may proceed with the inspection.

Provider/On-Site Representative's Signature	Date
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### Inspector's Signature

- The provider/on-site representative was not present.
- The provider/onsite representative refused to sign this form.

Inspector's Signature	Date
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## Notice of Inspection Rights

### Legal Authority

The requirement to inform a regulated person or organization of inspection and due process rights is established in Arizona Revised Statute (A.R.S.) § 41-1009 Inspections; applicability.

Inspections by OLR are conducted under the legal authority of the following statutes and rules:

Regulatory Unit and Regulated Service	Arizona Administrative Code
Child Welfare Licensing (CWL) Group Home Shelter Home, Child Placing Agency	Title 21, Chapter 7
Child Welfare Licensing (CWL) Adoption Agency	Title 21, Chapter 9
Family Foster Licensing (FHL) Family Foster Home	Title 21, Chapter 6
Life-Safety Inspection by OLR	Title 21, Chapter 8

### Internet Links

Internet links for Arizona Revised Statutes (A.R.S.) and the Arizona Administrative Codes (A.A.C.) are:

<https://www.azleg.gov/arstitle/>

[www.azsos.gov/rules/Arizona-administrative-code](http://www.azsos.gov/rules/Arizona-administrative-code)

### Arizona Ombudsman Information

The Arizona Ombudsman-Citizens' Aide is an office that citizens can turn to when they feel they have been treated unfairly by a state administrator, agency, department, board or commission. If you have made a reasonable effort to resolve a problem with an agency and still have not been successful, contact the Ombudsman.

For more information about the Arizona Ombudsman-Citizens' Aide, or to file a complaint:

Arizona Ombudsman-Citizens' Aide

2020 N. Central Avenue, Suite 570

Phoenix, AZ 85004

Voice: 602-277-7292 or 1-800-872-2879 Fax: 602 277-7312

Internet: [www.azoca.gov](http://www.azoca.gov)

E-mail: [ombuds@azoca.gov](mailto:ombuds@azoca.gov)

Equal Opportunity Employer/Program. The Department of Child Safety (DCS) prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics, or retaliation or any other status protected by federal law, state law, or regulation.

Reasonable accommodations to allow a person with a disability to take part in a program, service, or activity are available upon request. To request this document in alternative format or for further information about this policy contact your local office. TTY/TDD Services: 7-1-1. Free language assistance for DCS services is available upon request. Ayuda gratuita con traducciones relacionadas con los servicios del DCS esta disponible a solicitud del cliente.