Agenda

- Inspection Evidence Workflow
- Field Response Workflow
  - (New) Inspection Evidence Tab
  - Programs Tab
  - Inspection Evidence View Only for Inspectors
- Report Manager
  - Inspection Materials Report
Inspection Evidence Workflow

Service Admins
Create and
Publish
Inspection
Materials

Field Uploads
Evidence for
each
Inspection
Material

Inspection
Package is
Created

Inspection
Evidence is
Evaluated
before the
Inspection
Begins
Criteria Manager - Inspection Materials

- Inspection Materials are created and published in Criteria Manager > Libraries
Field Response Inspection Evidence Workflow

1. View the Inspection Material’s Component Details
2. Upload Evidence for each Inspection Material
3. Provide Accreditation, Comprehensive and MDTI info
4. Keep the Evidence Up to Date
Field Response Inspection Evidence Workflow

- Navigate to Field Response > Inspection Evidence tab to begin reviewing Materials

- View the Inspection Material Component Details
- Upload Evidence for each Inspection Material
- Provide Accreditation, Comprehensive and MDTI info
- Keep the Evidence Up to Date
Field Response – Inspection Evidence

- Inspection Evidence tab is available to upload and manage evidence to published Inspection Materials
- Filter by your Installation and Program to see the published Materials
- Click on the hyperlinked Inspection Evidence Title to view more information about the material

![Image of a table showing inspection evidence details]

7 records found.

<table>
<thead>
<tr>
<th>Program Name(s)</th>
<th>Category</th>
<th>Inspection Evidence Title</th>
<th>Frequency</th>
<th>Files</th>
<th>Comments</th>
<th>Component Code(s)</th>
<th>Modified By</th>
<th>Modified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development Center</td>
<td>Accreditation</td>
<td>Accreditation Certification</td>
<td>Ad Hoc</td>
<td></td>
<td></td>
<td>A.1.c.3, A.1.c.4, A.3.b.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Development Center</td>
<td>Demo</td>
<td>Annual Training Plan</td>
<td></td>
<td></td>
<td></td>
<td>A.3.b.2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Field Response – Inspection Evidence

- Within the Inspection Evidence details page, information about the Inspection Material will be provided.

![Annual Training Plan](image)
Field Response Inspection Evidence Workflow

- View the Inspection Material Component Details
- Upload Evidence for each Inspection Material
- Provide Accreditation, Comprehensive and MDTI info
- Keep the Evidence Up to Date
Field Response – Inspection Evidence File Upload

- In the Files section either drag and drop the file to the dotted area or Click on the Browse link to manually select a file in an explorer window.

<table>
<thead>
<tr>
<th>Program Type(s)</th>
<th>Criterion</th>
<th>Component</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDC, SAC, Youth</td>
<td>Food Service Health and Sanitation Standards</td>
<td>Monthly inspections of the kitchen/food preparation area conducted</td>
<td>8.7.a.1</td>
</tr>
<tr>
<td>CDC, SAC, Youth</td>
<td>Food Service Health and Sanitation Standards</td>
<td>Monthly kitchen/food preparation area inspection deficiencies corrected</td>
<td>8.7.a.2</td>
</tr>
</tbody>
</table>

Files:

Drop files to attach, or browse

file size limit: 5 MB. Allowed file types: pdf, jpeg, jpg, gif, png, tif, bmp, doc, docx, xls, xlsx, ppt, pptx, rtf, txt

Inspection Evidence Comments

Inspection Evidence comments can be used to provide other people who are viewing this Evidence with information you want them to know.

ProglUser AirForce

Add comment

Select programs:  
- Select All  
- School Age Care  
- Youth Center  
- Child Development Center

Add Comment
Field Response – Inspection Evidence File Upload

- Enter a Title for the uploaded file
- Select the applicable programs for the uploaded file
- Choose the next review date
  - Ad Hoc – Choose a date when the information is expected to change. This is optional
  - Monthly
  - Quarterly
  - Annual

Note: If this file is a replacement of a file that has already been uploaded in the CYP-IMS system, please remove the old file from the system.

Step 1: * Enter a title for this file: Test Artifact.pdf

Step 2: * Select the Programs that are associated with this file: Test Artifact.pdf
- Select All
- School Age Care
- Youth Center
- Child Development Center

Step 3: * Choose when the file should next be reviewed or updated.

Next Review Date: * - Select Month -
Field Response – Inspection Evidence File Upload

- When the File is uploaded, all of the file details will be displayed in a table.

<table>
<thead>
<tr>
<th>Program Type(s)</th>
<th>Criterion</th>
<th>Component</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDC, SAC, Youth</td>
<td>Food Service Health and Sanitation Standards</td>
<td>Monthly inspections of the kitchen/food preparation area conducted</td>
<td>B.7 a.1</td>
</tr>
<tr>
<td>CDC, SAC, Youth</td>
<td>Food Service Health and Sanitation Standards</td>
<td>Monthly kitchen/food preparation area inspection deficiencies corrected</td>
<td>B.7 a.2</td>
</tr>
</tbody>
</table>

Files:

```
Drop files to attach, or browse
file size limit: 5 MB. Allowed file types: pdf,jpeg,jpg,gif,tif,bmp,doc,docx,xls,xlsx,ppt,pptx,rtf,txt
```

<table>
<thead>
<tr>
<th>Program</th>
<th>Title</th>
<th>File Name</th>
<th>Next Review Date</th>
<th>Uploaded By</th>
<th>Uploaded On</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development Center</td>
<td>Sample Document</td>
<td>Test Artifact.pdf</td>
<td>June</td>
<td>ProgUser AirForce</td>
<td>01/09/2019 12:52 PM EST</td>
<td>Delete</td>
</tr>
</tbody>
</table>
Field Response – Inspection Evidence Comments

- Comments can be added to provide supportive information to those viewing the uploaded Evidence

![Inspection Evidence List](image)

**Annual Training Plan**

Last Modified By: PeterWhang, 01/09/2019 12:39 PM EST

- **Installation:** Inspection Evidence Demo
- **Program:** Child Development Center, Family Child Care, Youth Center, School Age Care
- **Description:** Annual Training Plan for Demo

**Components:**

<table>
<thead>
<tr>
<th>Program Type(s)</th>
<th>Criterion</th>
<th>Component</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDC, FCC, SAC, Youth</td>
<td>CYP Professional Training Program</td>
<td>T&amp;C administers training program to support DoD certification and accreditation</td>
<td>A.3 b.2</td>
</tr>
</tbody>
</table>

**Files:**

- Drop files to attach, or browse
  - file size limit: 5 MB. Allowed file types: pdf, jpeg, jpg, gif, png, tif, bmp, doc, docx, xls, xlsx, ppt, pptx, rtf, txt

**Inspection Evidence Comments**

- Inspection Evidence comments can be used to provide other people who are viewing this Evidence with information you want them to know.

- **ProgUser AirForce**

  - Add comment

  - Select programs: [ ] Select All [ ] Child Development Center [ ] Family Child Care [ ] Youth Center [ ] School Age Care

  - Add Comment
Field Response Inspection Evidence Workflow

- View the Inspection Material Component Details
- Upload Evidence for each Inspection Material
- Provide Accreditation, Comprehensive and MDTI info
- Keep the Evidence Up to Date
Field Response – Accreditation Inspection Evidence

- Inspection Evidence screens for Accreditation, Comprehensives and MDTI will look slightly different
Field Response – Accreditation Inspection Evidence

- Clicking on the Edit link will take you to the Programs screen where Accreditation, and Comprehensive file uploads are managed.
Field Response – Accreditation Status

- Clicking on the Edit link will take you to the Programs screen where Accreditation, and Comprehensive file uploads are managed.
- Click on Back to Inspection Evidence link to navigate back.

### View Program
ACC > IE Demo > Child Development Center

<table>
<thead>
<tr>
<th>Program Type</th>
<th>CDC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Capacity</td>
<td>100</td>
</tr>
</tbody>
</table>

**Accreditation Status**

- **Accreditation Status**: Accredited
- **Accreditation Agency**: NAEYC
- **Accreditation Expiration Date**: 11/01/2019

* Denotes a required field

Last modified by: [Insert Name]
Field Response – Comprehensive Inspection Evidence

- Similar to Accreditation, Comprehensive Dates and File uploads are managed in the Programs screen
  - You can upload more than one file to each Comprehensive Fire, Safety and Health
Field Response – MDTI Inspection Evidence

- MDTI Inspection Evidence files can be uploaded within the Inspection Evidence screen itself but to add MDTI start and end dates, click on **Edit** link
- Note: MDTI Dates are only Editable via the CYP Program
Field Response Inspection Evidence Workflow

- View the Inspection Material Component Details
- Upload Evidence for each Inspection Material
- Provide Accreditation, Comprehensive and MDTI info
- Keep the Evidence Up to Date
Field Response – Inspection Evidence Inspector View

- Inspectors may have view only access to the Inspection Evidence tab in Field Response
- They may have questions which can be clarified via the Inspection Evidence Comments
## Report Manager – Inspection Materials Report

- Inspection Materials Report is now available in Report Manager. This provides a list of all required Inspection materials that have been published.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection Criteria Report</td>
<td>A report generated from Criteria Manager that lists the Inspection Criteria for the selected Branch of Service, Year, and Program Type(s).</td>
</tr>
<tr>
<td>Corrective Actions Report</td>
<td>A report generated from the Inspection System that displays the overall compliance of the Criteria for the selected Program. The report also lists the Corrective Action instructions for the facility and the findings recorded during the HQ Inspection along with the Corrective Actions taken by the Program office for each finding.</td>
</tr>
<tr>
<td>Extensions Report</td>
<td>A report generated from the system that displays all finding correction extensions or exceptions requested by the Program at the selected Installation.</td>
</tr>
<tr>
<td>Systemic Findings Report</td>
<td>The Systemic Findings Report provides a list of component findings recorded at the Assignment level during the inspection. It can be generated for multiple Installations and Programs.</td>
</tr>
<tr>
<td>Systemic Component Report</td>
<td>The Systemic Component Report can be generated for Inspections where the Outbrief date has passed and the Final Program Level Report has been issued. The report provides a list of Components recorded as not met during an Inspection, and can be generated for multiple Regions, Installations, and Programs depending on the user’s level of access.</td>
</tr>
<tr>
<td>Inspection Materials Report</td>
<td>Report generated from the Criteria Manager that lists all required Inspection Materials.</td>
</tr>
</tbody>
</table>
CYP-IMS Field Response Webinar
ICF proprietary and confidential. Do not copy, distribute, or disclose.
Air Force Guidance
Quick Demo of Inspection Evidence
Questions?
Helpful Resources

- A recording of this presentation will be available on CYP-IMS Central at [https://www.mccccentral.com/cyp-ims](https://www.mccccentral.com/cyp-ims)
- User guide now includes Inspection Evidence section as a resource
Thank you!

Need help?
Contact the Support Desk at:
CYPIMS_SupportDesk@militarychildcare.com
or
Call 855-696-2934