



**Missouri Department of Health and Senior Services**

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TO: Local Public Health Agencies  
DHSS Public Health Environmental Specialists

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FROM: MollyAnn Grellner, Manager   
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SUBJECT: Completed Inspection Report Submission

DATE: October 1, 2024

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This informational release revises the routing of inspection reports for inspectors that do NOT utilize Survey123.

The Department of Health and Senior Services (DHSS), Environmental Child Care Program (ECC) works with the Department of Elementary and Secondary Education Office of Childhood (DESE) to provide services for childcare sanitation inspections and mutual program expectations.

Historically, completed inspection reports have been sent to the DESE Compliance Inspector listed on the inspection request. This was to ensure that DESE has all applicable information on file for a facility to meet all standards of operation.

This is changing. Inspection reports no longer need to go to DESE: all communication regarding receiving inspection requests and submitting inspection reports shall be communicated through the ECC Program. The following is the updated process for submitting completed inspection reports for annual and special circumstance inspections.

Inspection reports shall be completed no later than the due date of the inspection request. The completed report shall be sent to the ECC Program within 10 days of completion to [eccprogram.lphas@health.mo.gov](mailto:eccprogram.lphas@health.mo.gov), with the subject "ECC Inspection Report." Survey123 automatically sends inspection reports to the ECC program and LPHAs that are current

**PROMOTING HEALTH AND SAFETY**

The Missouri Department of Health and Senior Services' vision is optimal health and safety for all Missourians, in all communities, for life.

Survey123 users do not need to take any additional steps to submit completed reports. However, inspection reports shall be sent to the provider upon completion of the inspection.

These changes are effective October 1, 2024. Future versions of the Participation Agreement and the Environmental Health Operational Guidelines (EHOG) will be revised to reflect these changes.