

LAWRENCE-DOUGLAS COUNTY HEALTH DEPARTMENT

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INSTRUCTIONS FOR SUBMITTING AN OPEN RECORDS REQUEST TO KDHE

To check the compliance history of a child care facility, complete the following steps:

- Identify the name and address of the child care facility.
- State the type of information requested.
 - The type of information that most people find helpful are Notices of Survey Findings and Administrative Orders. Notices of Survey Findings document any on-site visit made by a child care facility surveyor including annual inspections, compliance checks and the results of any complaint investigations. Administrative Orders issued by the Secretary are an Intent to Deny, Intent to Revoke, Intent to Suspend, Emergency Suspension or Intent to Assess a Civil Fine.
- State the time period requested.
 - In general, the most recent year is sufficient when reviewing the compliance history of the child care facility.
- Include your full name, complete mailing address, and email or phone number
- Mail the request to:
 - Kansas Department of Health and Environment
 - Bureau of Child Care and Health Facilities
 - 1000 SW Jackson, Suite 200
 - Topeka, KS 66612-1274

OR submit the request by email to: cclr@kdhe.state.ks.us.

The cost for an Open Record request is \$0.25 per page plus \$7.00 per administrative hour. KDHE will inform you of the cost after researching the file(s). Payment is due before the requested information will be mailed. The records will be produced after receiving the payment as quickly as feasible.