

**From:** [Carol Grogan](#)  
**To:** [Tadhg Daly](#)  
**Subject:** additional information  
**Date:** Tuesday 5 May 2020 12:10:57  
**Attachments:** [COVID 19 Post inspection correspondence - Template.docx](#)  
[COVid-19 post assessment compliant correspondance -Template.docx](#)  
**Importance:** High

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Dear Tadhg,

In follow up to your query on Friday, please see below and attached some additional information.

Following the assessment, the provider or their representative and/or the person in charge will be verbally informed of the outcome including what regulations were found to be compliant, substantially compliant or not compliant in line with our normal process.

Again in line with our normal process, the provider will receive correspondence indicating the level of compliance. This correspondence will take one of two paths;

1. Fully compliant centre – the provider and person in charge will receive an e-mail outlining compliance with the regulations. The provider is not required to revert to the inspector following this correspondence.
2. Where substantially and or/non-compliant regulations were identified the provider and person in charge will receive both an e-mail and a compliance plan. The provider is required to take action in the context of their preparedness in relation to the regulations identified in the compliance plan. In this case the provider is required to revert to the inspector with confirmation that they have taken action to address these non compliances.

Find attached a sample of the correspondence issued to the provider and person in charge.

I hope this clarifies the process.

Kind regards,

***Carol Grogan***

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