

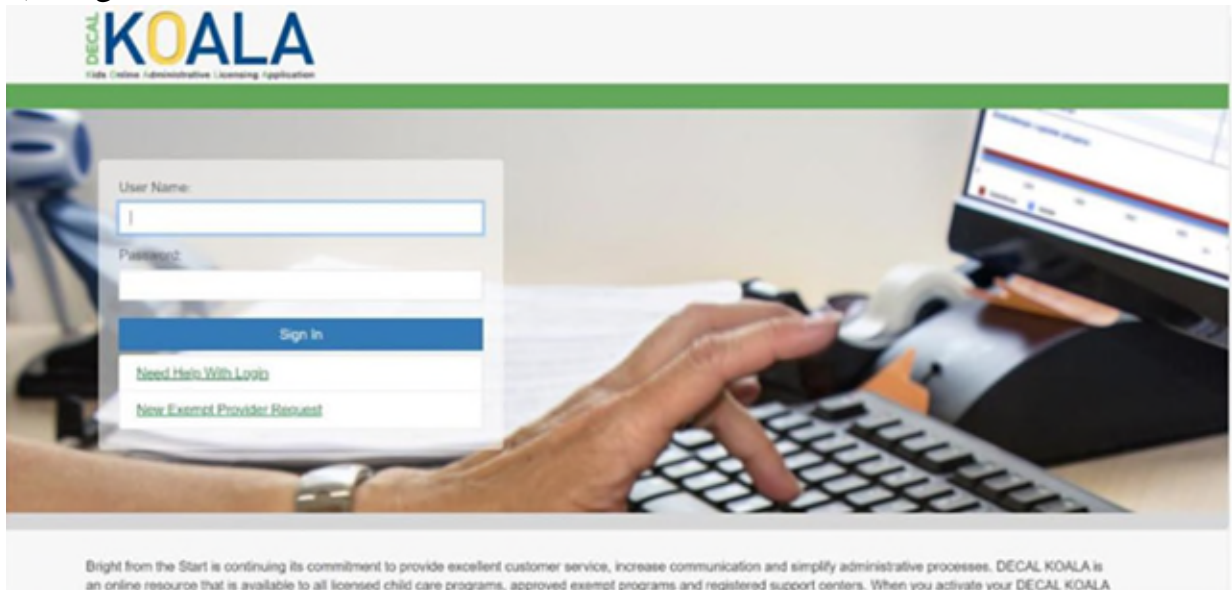


**Georgia Dept  
of Early Care  
and Learning**  
BRIGHT FROM THE START

## How to Upload Documents into DECAL KOALA for an Administrative Review

\*A How-To Tutorial Video may be viewed by clicking the following link:  
<http://www.dec.al.ga.gov/Video/AdministrativeReviewKOALA.mp4>

1) Log into [DECAL KOALA](#)



2) Once you are logged in, select Required Reporting at the top of the page, located in the green bar.



3) Select the green box, Add Required Report, located in the middle of the page.

**Required Reporting**

Center Name CCLC- \_\_\_\_\_

Rule 591-I-1-.29 of the Bright from the Start Rules and Regulations for Child Care Learning Centers and Family Child Care Learning Homes requires the following to be reported to Bright from the Start within **24 hours** or the next business day following the reportable situation:

- any child abuse, neglect or deprivation
- notifiable communicable diseases
- any death
- any serious illness or injury requiring hospitalization or professional medical attention
- any situation where a child becomes missing while in care
- any fire
- any structural disaster
- any emergency requiring temporarily relocation of children
- any program's operating status changes (i.e. open to closed or temporarily closed, and temporarily closed to open)
- the name of any employee who acquires a Criminal Record
- Annual Report/Inspection

To Search Licensing Rules, [click here](#)

If you have any questions about this online process please contact your Consultant or call the CCS Intake number 404-657-5562.

**+** Add Required Report

Required Reports [Show Filters](#)

4) You will then see this drop-down menu

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If you need to report multiple incidents use more than one required report.

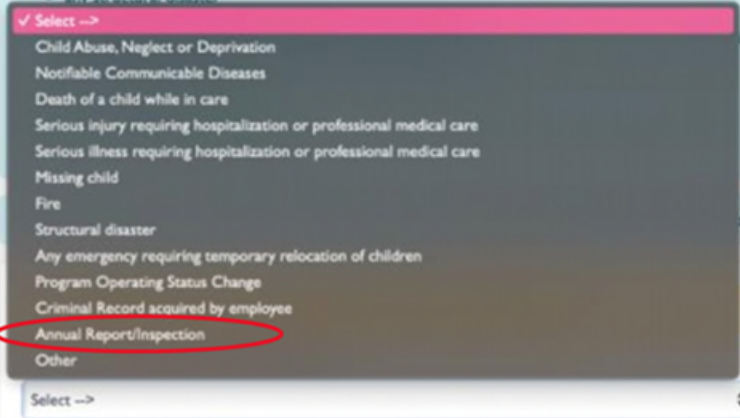
What are you Reporting today? (Select One)

Select -->

## 5) Select Annual Report/Inspection

Rule 591-1-1-.29 of the Bright from the Start Rules and Regulations for Child Care Learning Centers and Family Child Care Learning Homes requires the following to be reported to Bright from the Start within **24 hours** or the next business day following the reportable situation:

- any child abuse, neglect or deprivation
- notifiable communicable diseases
- any death
- any serious illness or injury requiring hospitalization or professional medical attention
- any situation where a child becomes missing while in care
- any fire
- any structural disaster



Child Abuse, Neglect or Deprivation  
Notifiable Communicable Diseases  
Death of a child while in care  
Serious injury requiring hospitalization or professional medical care  
Serious illness requiring hospitalization or professional medical care  
Missing child  
Fire  
Structural disaster  
Any emergency requiring temporary relocation of children  
Program Operating Status Change  
Criminal Record acquired by employee  
**Annual Report/Inspection**  
Other

Select -->

### Additional Tips

- Each type of document needs to be uploaded under the specified tab.
- If an item is missing, you will not be able to submit the Required Report in DECAL KOALA. If an area does not apply to your program, please upload a document stating that.
  - For example: If your program does not provide transportation, please upload a document stating, “This child care program does not provide transportation.” under all transportation related documents.
- It is best to upload documents using a computer.
- Documents are best uploaded using a PDF format.