

Statement of Deficiencies

1515.A.1.: Child Records and Cumulative Files

Not Met

1515.A.1.: A cumulative file shall be maintained on each child that shall include the following records:

1. An information form signed and dated by the parent and updated as changes occur, that contains:
 - a. name of child, date of birth, sex, date of admission;
 - b. name of parents and the home address of both child and parents;
 - c. phone numbers where parents may be reached while child is in care;
 - d. name and phone number of person to contact in an emergency if parents cannot be located promptly;
 - e. name and telephone number of child's physician, if applicable;
 - f. name and telephone number of the child's dentist, if applicable;
 - g. any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable;
 - h. any special dietary needs, restrictions or food allergies or intolerances, if applicable. See Paragraph 4;

Finding:

1515.A.1. Based on record review/interview on 1/8/2020 at approximately 12:45pm: Specialist requested C1's records, but the Provider failed to find C1's file that contained a Child's Information Form.

Corrective Action Plan: S1 stated that she will organize files to be able to locate files when requested.

1515.A.2.: Emergency Medical Treatment

Not Met

1515.A.2.: Written authorization signed and dated by the parent to secure emergency medical treatment;

Finding:

1515.A.2. Based on record review/interview on 1/8/2020 at approximately 12:45pm: Specialist requested C1's records, but the Provider failed to find C1's file that contained a signed and dated parental authorization to secure emergency medical treatment.

Corrective Action Plan: S1 stated that she will organize files to be able to locate files when requested.

1515.B.: Consent to Release

Not Met

1515.B.: Consent to Release. The center shall obtain written consent from the parent prior to releasing any information, recordings, or photographs from which the child might be identified, except to authorized state and federal agencies. This one time written consent shall be obtained from the parent and updated as changes occur.

Finding:

1515.B.: Based on record review/interview on 1/8/2020, at approximately 12:45pm: Specialist requested C1's records, but the Provider failed to find C1's file that contained permission for written information, recordings, or photographs from which the child might be identified, except to authorized state and federal agencies. The center uses a video camera system.

Corrective Action Plan: S1 stated that she will organize files to be able to locate files when requested.

1515.D.: Retention of Records

Not Met

1515.D.: Retention of Records. Records of children shall be maintained by a center for a minimum of three years from the date of termination of the child's enrollment at the center.

Finding:

1515.D. Based on record review/interview on 1/8/2020 at approximately 12:45 pm: Children's records were not kept a minimum of three years from the date of termination of the child's enrollment at the center. C1's last day in the center was 9/17/19 and record was not available.

Corrective Action Plan: S1 stated that she will organize files to be able to locate files when requested.