

## ***Statement of Deficiencies***

### **1507.B.: Daily Attendance Records - Staff and Owners**

**Not Met**

1507.B.: A daily attendance record for all staff members and owners shall be maintained that shall:

1. include the first and last name of the staff member or owner and arrival and departure times;
2. accurately reflect the staff members and owners on the center premises at any given time; and
3. be used to document staff members and owners who leave and return to the center during the day

#### **Finding:**

1507.B. Based on record review: At approximately 11:05 am, S1 failed to have documentation of a daily attendance record for all staff members and owners that accurately reflect the staff members and owners on the center premises at any given time as the Specialist observed S5 on premises, but there was no documentation of S5's arrival time on 2/5/2020. S5 stated she arrive at 8:30am.

Corrective Action Plan: S1 stated staff will be reminded to sign in and out daily.

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