

## 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 11:58am, S1 failed to have documentation of the departure times for the following:

- There is no documentation of the departure time for S1 on: 12/15/2020, 1/6/2021, and 1/7/2021.
- There is no documentation of the departure time for S2 on 12/17/2020.
- There is no documentation of the departure time for S7 on 2/3/2021.
- There is no documentation of the departure time for S3 on: 12/15/2020 - 12/18/2020, 1/20/2021, 1/22/2021, 2/1/2021, 2/3/2021, 2/5/2021, and 2/10/2021.

Corrective Action Plan: Effective 2/24/2021, S1 stated she will verbally remind all staff today that they must sign in and out. S1 also stated she will conduct audits of the attendance records to ensure staff are documenting their arrival and departure times to ensure they are cited again.

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