

## ***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/observations on 2/27/19, S1 did not maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure as LS observed S1 was not present upon LS arrival to the center. Staff member (S2), stated S1 went on an errand and would return shortly. LS observed S1 was signed in at 7:30 am on today's daily attendance log and failed to document her departure from the center. S1 returned to the center at approximately 10:15 am.

---