

## Statement of Deficiencies

### 1103.A.-D.: Critical Incidents and Required Notifications

Not Met

1103.A.-D.: An early learning center shall make immediate notification to emergency personnel, law enforcement as applicable, and other appropriate agencies for the following types of critical incidents involving children in care:

1. death;
  2. serious injury or illness that required medical attention;
  3. reportable infectious diseases and conditions listed in LAC 51.II.105; and
  4. any other significant event relating to the health, safety, or well-being of any child, including but not limited to a lost child, an emergency situation, fire or other structural damage, or closure of the center.
- B. The parent shall be contacted immediately following any immediate notifications made under Subsection A.
- C. The department and other appropriate agencies shall be notified via email within 24 hours of the incident.
- D. The department shall be notified by written report within 24 hours of the incident or the next business day. This written notification shall be made on the department's Critical Incidents Report Form and shall contain all information requested on the form.

#### Finding:

1103.A.C.&D.: Critical Incidents and Required Notification: Based on record review/interview(s): S1 failed to notify within 24 hours of an incident that occurred in the Center on 7/24/18, where C2 was observed by S5 chewing on something orange. C2 was in S5's classroom at the time and it was thought by S5 to be her blood pressure medication that had fallen out of her pocket. According to S1, C2's Mother, S6, was working in the Center at the time of the incident and she immediately brought C2 to be seen by her Pediatrician and was administered medication to flush her out. As of this date, 3/4/19, S1 had not notified the Department of the Critical Incident. During Specialist visit in the Center on 3/4/19, S1 submitted the Critical Incident Report to the Department's fax number.

### 1507.A.: Daily Attendance Records - Children

Not Met

1507.A.: A daily attendance record for children shall be maintained that shall:

1. include the child's first and last name, arrival and departure times, and first and last name of person or entity to whom the child is released;
2. accurately reflect children on the center premises at any given time; and
3. be used to sign in and out if a child leaves and returns to the center during the day.

#### Finding:

1507.A.: Daily Attendance Records - Children: Based on Record Review: During the Specialist visit on 3/4/19, Specialist reviewed the daily attendance log for children for dates 1/03/19 to the present day and the log did not include departure time of each child a total of 14 times and the name of the person to whom the child was released to a total of 16 times.

### 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: During the Specialist visit in the Center on 3/4/19, Specialist reviewed the Center's staff's daily attendance for dates 9/3/18 to the present day. The Specialist observed the record did not include the departure time for S1 seven times, S2 one time, S4 two times and S5 one time.

### 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;

#### Finding:

1515.A.1.: Child Records and Cumulative Files: Based on record review/interview(s): Upon review of the Children's Daily Attendance Logs, Specialist

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observed C1 signed in as present in the Center on 1/16/19 from 7:30am to 4:30pm. Specialist interviewed S1 and asked if C1 is enrolled in the Center and S1 advised Specialist that C1 is her grandson and he dropped in for the day. A cumulative file was not maintained for C1 as evidenced by S1's inability to locate and to provide C1's file when it was requested to review.

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### **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: Specialist reviewed the Center's Incident Reports and there was a report completed for C2 on 7/24/18. S1 provided the Specialist with the Daily Attendance for Children on this day and C2 is signed in to the Center from 8:05am to 10:59am. The Specialist requested to review C2's file. S1 states she recently cleaned out her filing cabinet and C2's file was removed. S1 failed to maintain documentation available for review by the Specialist for at minimum of three years. According to S1, C2's enrollment in the Center was 8/16/17 and her last day in the center was 12/21/18.

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