

## **Statement of Deficiencies**

### **1715-A.1.3.: Staff Records and Personnel Files**

**Not Met**

1715-A.1.3.: Personnel files for each staff member shall be maintained at the center and shall include the following:

An application or staff information form containing the following information: name, date of birth, home address and phone number, training, work experience, educational background and hire date;

Upon termination or resignation of employment, the last date of employment and reason for leaving;

**Finding:**

1715-A.1.3. Based on record review: S8 did not have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date, for staff: S11.

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### **1715-A.2: Photo Identification**

**Not Met**

1715-A.2: Personnel files for each staff member shall be maintained at the center and shall include the following:

copy of a state or federal government issued photo identification;

**Finding:**

1715-A.2 Based on record review: The center did not have a copy of S11's State or federal government issued photo Identification available for review.

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