

## Statement of Deficiencies

### 1717-A: Independent Contractors Records

Not Met

1717-A: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, Department of Education, Office of Early Childhood staff and local school district staff:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

### Finding:

1717-A Based on record review: The facility did not have documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center for independent contractor O4, O5, O6, and O7. O4, O5, and O6 failed to have a CBC on file at the facility: O4 was present on 2/2/17 and 2/8/17; O5 was present on 2/15/17; O6 was present on 2/21/17. Specialists observed a RTR on file for O7 that expired on 9/30/2016 and was present at the facility on 2/7/17, 2/23/17, and 3/9/17. The facility failed to provide documentation that a staff member not counted in ratio accompanied O4, O5, O6, and O7.

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