

## 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 interviews: The Provider 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, upon termination or resignation of employment, the last date of employment, reason for leaving, for staff: Files were not maintained at the center during the inspection.

### 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 interview(s): The center did not have a copy of 0 staff State or federal government issued photo Identification available for review. Files were not maintained at the center during the inspection.

### 1715-A.4: Criminal Background Check

Not Met

1715-A.4: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following: documentation of a fingerprint based satisfactory criminal background check

#### Finding:

1715-A.4 Based on interview(s): Documentation of a satisfactory fingerprint based criminal background check (CBC) was not available for 0 of 28 staff. Files were not maintained at the center during the inspection.

### 1715-A.5: State Central Registry

Not Met

1715-A.5: Personnel files for each staff member shall be maintained at the center and shall include the following:

documentation of a current, completed state central registry disclosure form indicating no justified (valid) finding of abuse or neglect by the DCFS, or a current determination from the DCFS indicating that the individual does not pose a risk to children.

#### Finding:

1715-A.5 Based on interview(s): Provider failed to have documentation of a completed state central registry disclosure form (SCR 1) on site and available for review at the center prior to a previously completed form expiring (1705.B). 0 of 28 staff, all staff failed to have documentation of the completed form. Files were not maintained at the center during the inspection.