

## ***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:

S1 did not maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure. S1 provided daily attendance forms for S1 and S2 for 2/25/17 through 3/15/17. The daily attendance record stopped at 3/15/17.

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