

## 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 on 4/9/18, S1 failed to have an independent contractor record form for O1, O2, O3, and O4 to include the person's name, address, phone number, and a list of duties performed while present at the center. O1 was present on the center premises on 2/22/18, 3/1/18, 3/8/18, 3/15/18, 3/22/18, 3/29/18, and 4/5/18. O1 had a current right to review dated 4/17/17; however, there failed to be documentation that he was accompanied at all times while on the center premises by a staff member who was not counted in the child to staff ratio.