

Statement of Deficiencies

7303-F.4: Written Report regarding critical/reportable incidents

Not Met

7303-F.4: "The written report to LDOE Licensing Section for critical incidents and reportable incidents shall include the following information: a. name of facility; b. address of facility; c. license number; d. contact number; e. date of incident; f. time of incident; g. name of child or children involved; h. name of staff involved and other staff present; i. description of incident; j. date and time of notification to parents (to include attempted contacts), law enforcement, and child welfare (CW), if applicable; k. signature of person(s) notifying law enforcement, emergency personnel, CW, and parents; l. corrective action taken and/or needed to prevent reoccurrence; m. date and signature of staff completing report; and n. signature of parent, with date and time of signature. "

Finding:

7303-F.4 Based on record review: The written report to DCFS Licensing Section for critical and/or reportable incidents failed to include documentation of the following information: n. the time of the signature of the parent. On 02/13/15 C1 was unresponsive when he arrived at his bus stop. S1 documented on the critical incident form that C1 was responsive prior to getting on the bus, but had stated that he was not feeling well. S1 made contact with O1 prior to C1 getting on the bus to go home.
