

## ***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 at approximately 11:38 a.m., S1 failed to have documentation of a daily attendance record for S5, to include the first and last name of the staff member on premises and the time of arrival and departure from 1/28/2022 to 5/9/2022. During the licensing visit, S1 stated the documentation is at another location.

Corrective Action Plan: Effective 5/9/2022, S1 stated she will ensure S5 has a sign in sheet at both locations to ensure compliance with this regulation.

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