

## 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, local school district staff, and departmental staff other than those responsible for inspecting centers:

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 CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member.

### Finding:

1717.A.: Independent Contractors Records: Based on record review:

The provider did not have documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member for O1. Specialist observed O1 in the center on 05/16/19 working with a child and did not have documentation of a CCCBC-based determination or information form. O1 worked in the center from August 13, 2018 until today, May 16, 2019 with no documentation on file. O1 had an old affidavit from 2017-2018, but Specialist alerted S1 that is no longer valid. Specialist explained to S1 that O1 needs to have CCCBC documentation based determination of eligibility for child care purposes from the department in the file per every visit or O1 needs to be added to her CCCBC roster on line. S1 went online to the CCCBC website to begin the process of adding O1 to her CCCBC roster.