

## Statement of Deficiencies

### 1715-A.1.3.: Staff Records and Personnel Files

Not Met

1715-A.1.3.: A. Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

1. An application or staff information form containing the following information: name, date of birth, home address and phone number, training, work experience, educational background and hire date;

3. Upon termination or resignation of employment, the last date of employment and reason for leaving; and Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

An application or staff information form containing the following information: name, date of birth, home address and phone number, training, work experience, educational background and hire date;

Upon termination or resignation of employment, the last date of employment and reason for leaving;

#### Finding:

**\*\*NEW\*\*** 1715-A.1.3. Based on record review: The Provider did not have staff information to include hire date for 1 of 1 newly hired staff. According to staff attendance logs, S2 was hired on 5/2/18, but staff/personnel records documented her date of hire to be 5/9/18.

### 1719-A.-B.: Orientation Training

Not Met

1719-A.-B.: Within seven calendar days of date of hire, and prior to assuming sole responsibility for any children, each staff member shall receive orientation to the policies and practices of the center that at a minimum shall include:

1. child abuse identification and reporting;
2. emergency preparation;
3. licensing regulations; and
4. safe sleep practices,

Within 30 calendar days of date of hire, each staff member shall receive orientation to the additional policies and practices of the center that at a minimum shall include:

1. child development;
2. child guidance;
3. learning activities;
4. health and safety;
5. shaken baby prevention;

#### Finding:

**\*\*NEW\*\*** 1719-A.-B. Based on record review: 1 of 1 newly hired staff did not receive orientation to the policies and practices of the center within seven days. S2 was hired on 5/2/18, but did not receive orientation training until 5/17/18. S2(DOH: 5/2/19) did not receive the orientation training in the required topics to include child abuse identification and reporting, emergency preparation, licensing regulations and safe sleep practices,