

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 interview(s) 07/03/18, S1 could not provide documentation of a daily attendance record for staff (S10), to include the time of arrival and departure. Based on review of S10's orientation sheet, her date of hire was 03/19/18, the orientation sheet was signed by S1 on 02/18/18 and signed by S10 on 03/09/18. Specialist requested daily attendance/time cards for S10 for the month of March 2018. S1 was unable to locate the time cards/daily attendance. S1 provided a pay stub that shows a pay period from 03/24/18-04/06/18. S1 was advised that the pay stub did not show days present to include arrival and departure of S10, and that it could only show the amount of days for which S10 was paid.
