

Statement of Deficiencies

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

Not Met

1715-A.1.3.: 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; and

Finding:

1715-A.1.3. Based on record review/Interview: S2 did not have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date, for staff: S2. S2 also did not have documentation of acceptable Photo Identification for staff. Center did not have a file for S2 on hand. S7 arrived at the center with S2's file stating it was at their 2nd location,

1715-A.2: Photo Identification

Not Met

1715-A.2: Personnel files for each staff member shall be maintained at the center and shall include the following:

copy of a state or federal government issued photo identification;

Finding:

1715-A.2 Based on record review/interview: The center did not have a copy of S2 State or federal government issued photo Identification available for review. Center did not have a file for S2 on hand. S7 arrived at the center with S2's file stating it was at their 2nd location,

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:

1719-A.-B. Based on record review/Interview: Provider lacked documentation that 2 of 10 staff, S2 and S3, received orientation within 7 days of hire and additional orientation within thirty days of date of hire. S2 did not have a file in the center; S7 arrived with the file stating it was at their 2nd location. S3 had an orientation page that was signed by staff and Director but failed to mark if the training was actually completed.