

Statement of Deficiencies

1715.A.1.&3.: Staff Records and Personnel Files

Not Met

1715.A.1.&3.: 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:
 - a. name;
 - b. date of birth;
 - c. home address and phone number;
 - d. training,
 - e. work experience;
 - f. educational background;
 - g. hire date; and
 - h. first day onsite working with children;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving;

Finding:

1715.1.a.-h. Based on record review at 11:55am, S1 failed to have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date, and first day on-site working with children for S3. S1 stated she started a folder for S3, however, is unable to find the folder. S1 stated she will try to find S3's folder today, but will also have S3 complete another application and start a new folder by close of business on 9/29/2021.

Corrective Action Plan: Effective 9/29/2021, S1 stated she will have S2 or S4 check behind her, when new staff are hired, to ensure the folder is complete and on-site at all times to ensure they are not cited the deficiency again.

1719.A.&B.: Orientation Training

Not Met

1719.A.&B.: A. Within seven calendar days of the first day present at the center, 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.
- B. 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; and
 6. CPR and first aid, as applicable.

Finding:

1719.A.&B. Based on record review at 11:55am, S1 failed to have documentation that 2 of 5 staff, S3 (DOH 9/13/2021) and S5 (DOH 8/2/2021), received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children. S1 also failed to have documentation that 1 of 5 staff, S5, received additional orientation within thirty days of date of hire. S1 stated she conducted training with S3 and S5, however, did not document it on an orientation form. S1 stated she will conduct additional training with S3 and S5 by close of business on 9/29/2021.

Corrective Action Plan: Effective 9/29/2021, S1 stated she will complete training with all new hires within 7 and 30 days of date of hire, and will have S2 and S4 check behind her to ensure the orientation form has been completed and documented. S1 also stated she will check all staff folders on the 30th of each month to ensure files have been updated to ensure they are not cited the deficiency again.