

## Statement of Deficiencies

### 1509.A.12.a.-d.: Monitoring Policy for Provisionally Employed Staff

Not Met

1509.A.12.a.-d.: Monitoring policy for provisionally employed staff members:

- a. Each center shall develop and implement a written policy describing the monitoring procedures that shall be used at the center when staff members are employed on a provisional basis due to an incomplete CCCBC-based determination of eligibility for child care purposes;
- b. The monitoring policy shall include all requirements for the monitoring of provisionally employed staff members set forth in §1811.D;
- c. The center shall post a copy of the policy in the center in a place visible to all parents and staff;
- d. The center shall provide copies of the written policy to each parent/legal custodian of enrolled children, center staff member and provisionally employed staff member, and the center shall obtain signed documentation from each that a copy of the policy has been received.

#### Finding:

1509.A.12.a.-d. Based on record review/interview at 2:11PM, S1 failed to develop and implement a written policy describing the monitoring procedures that shall be used at the center when staff members are employed on a provisional basis that shall include the requirements for the monitoring of provisional employed staff, post a copy of the policy in the center in a place visible to all parents and staff, and provide signed documentation that copies of the written policy was provided to each parent/legal custodian of enrolled children, center staff member and provisionally employed staff member as evidenced by S11 's CCCBC determination of eligibility indicate she was present at the center from 05/28/2019 to 05/30/2019 as a provisionally employed staff. S11 was present at the center on 05/28/2019 from 6:30 AM to 3:00 PM, 05/29/2019 from 7:00 AM to 12:00 PM and 1:30 PM -3:30 PM 05/30/2019 from 7:00 AM to 3:00 PM. Per S1's statement, she was not aware of the policy but would develop a policy immediately. S11 has an eligible CCCBC determination of eligibility as of 05/30/2019.

### 1915.B.&C.: Health Services - Parental Notification

Not Met

1915.B.&C.:

B. Reporting. Incidents, injuries, accidents, illnesses, and unusual behavior shall be documented and reported to the parent no later than when the child is released to the parent or authorized representative on the day of the occurrence.

C. Immediate Notification. The parent shall be immediately notified in the following circumstances:

1. blood not contained in an adhesive strip;
2. head or neck or eye injury;
3. human bite that breaks the skin;
4. animal bite;
5. impaled object;
6. broken or dislodged teeth;
7. allergic reaction skin changes (e.g. rash, spots, swelling, etc.);
8. unusual breathing;
9. symptoms of dehydration;
10. temperature reading over 101° oral, 102° rectal, or 100° axillary; or
11. injury or illness requiring professional medical attention.

#### Finding:

1915.B.&C Base on record review/interview, staff failed to make immediate notification to parents when a child received an head,neck, or eye injury as evidenced by the accident report dated 09/06/2019 and 09/19/2019 indicated that C1 received an injury to the head and the parent was not notified immediately. On 09/06/2019, S14 and S21 wrote an incident report documenting that C1 bumped her head on back on a shelf at 4:41 PM. On 09/19/2019, S10 wrote an incident report documenting that C1's head was pushed into the wall by another child at 9:00 AM. There was no time on either report documenting when the parent was notified. S1 stated that the parent was notified, however, it was not documented.

### 1917.H.: Medication Administration Records

Not Met

1917.H.: Records. Medication administration records shall be maintained for all children regardless of who administers the medication. Records shall include the following:

1. name of the child and medication name and dosage administered;
2. date and time medication administered;
3. documentation of telephone contact with parent prior to giving "as needed" medication;
4. signature of person administering medication or witnessing the child administering own medication;
5. signature of person completing the form; and
6. when a parent administers medication to his/her own child on center premises, the medication administration record shall be documented by either the parent or a staff member.

#### Finding:

1917.H. Based on record review, S15 failed to maintain a complete medication administration record as evidenced by the medication authorization form

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dated 05/20/2019-05/24/2019 indicates that S15 administered as needed medication to C1 on 05/20/2019, 05/21/2019 and 05/22/2019 without contacting the parent prior to administering the medication. S15 also failed to document the time the medication was given on 05/22/2019.

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### **2107.C.: Daily Transportation Visual Vehicle Check**

**Not Met**

2107.C.: For daily transportation services, the vehicle shall have a visual passenger check made at the completion of each trip or route, prior to the staff member exiting the vehicle.

#### **Finding:**

2107.C. Based on record review/interview, S16 failed to conduct a visual passenger at the completion of each trip or route, prior to the staff member exiting the vehicle as evidenced by the daily transportation attendance record indicates that no visual checks were performed. Per S1's statement, visual checks are performed, however, they are not documented but will be corrected today.

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