

Statement of Deficiencies

1717-A: Independent Contractors Records

Not Met

1717-A: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, Department of Education, Office of Early Childhood staff and local school district staff:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

Finding:

1717-A Based on record review: Center failed to have documentation of a fingerprint based, satisfactory criminal background check dated prior to the individual being present in the center or documentation that a paid, adult staff member not otherwise counted in child to staff ratio accompanied the contractor at all times. Specialist reviewed the center's sign in logs for extracurricular personal and observed that O1 was signed in at the center on 09/19/17. The right to review on file in the center for O1 expired on 03/08/2017. Specialist also observed O2 was signed into the center on 09/07/2017 and on 11/09/2017 and the center failed to have documentation of a satisfactory criminal background check on file in the center.