

Program Inspection Before & After School Center Compliance Plan

Provider's Name: **SS. Peter & Paul OST Program** City: **Pierre**

Provider Number: **010610017**

Inspector: **McKenzie Hyronimus**

Date of Inspection: **01/28/2020**

Time of Inspection: **3:47 PM**

The items listed below are those that the provider was not in compliance with at the time of the inspection.

B. Program Practices

11. Are medications stored inaccessible to children; in original container, with original label intact?
67:42:14:24

<p>Corrections To Be Made:</p> <p>Epi pen is in drawer that is accessible to children.</p> <p>CORRECTION: Epi pen was moved to a location inaccessible to children.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Suggested Completion Date:</td> <td style="width: 50%;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;">01/28/2020</td> <td style="text-align: center;">02/05/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	01/28/2020	02/05/2020
Suggested Completion Date:	Actual Completion Date:				
01/28/2020	02/05/2020				

14. Does the program obtain written parental consent to administer medication that contains specific dates the medication is to be administered (view info. to verify)? 67:42:14:24

<p>Corrections To Be Made:</p> <p>Written permission for medication administration must be obtained for all medication.</p> <p>CORRECTION: Written permission for medication administration was obtained for medication.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Suggested Completion Date:</td> <td style="width: 50%;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;">02/04/2020</td> <td style="text-align: center;">02/05/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	02/04/2020	02/05/2020
Suggested Completion Date:	Actual Completion Date:				
02/04/2020	02/05/2020				

15. Is parental written consent for medication administration and staff documentation of administering the medication kept for six months (view info. to verify)? 67:42:14:24

<p>Corrections To Be Made:</p> <p>Written permission for medication administration must be obtained for all medication and must be kept for six months.</p> <p>CORRECTION: Written permission for medication administration was obtained. The provider is aware the written permission must be obtained for six months.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>02/04/2020</td> <td>02/05/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	02/04/2020	02/05/2020
Suggested Completion Date:	Actual Completion Date:				
02/04/2020	02/05/2020				

16. Are staff and director aware of their responsibility to report suspected child abuse and neglect directly to Law Enforcement, the State's Attorney or to the Department? 67:42:14:14

<p>Corrections To Be Made:</p> <p>All staff must be aware of their responsibility to report suspected child abuse and neglect directly to Law Enforcement or Child Protection.</p> <p>CORRECTION: Director advised all staff of their responsibility to report suspected child abuse and neglect directly to Law Enforcement or Child Protection.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>02/04/2020</td> <td>02/05/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	02/04/2020	02/05/2020
Suggested Completion Date:	Actual Completion Date:				
02/04/2020	02/05/2020				

G. Record Keeping, Posting Information, Fire/Tornado Drills

32. Does the facility have posted in a visible location a copy of the facility's latest Program \ul and\ulnone Facility Safety inspection? And if on a CAP, does facility have a copy of the plan available upon request? 67:42:16:17

Corrections To Be Made:	Agency Action:	
A copy of the facility's latest Program and Facility Safety inspection must be posted in a visible location.	Compliance Plan	
CORRECTION: Provider posted a copy of the facility's latest Program and Facility Safety inspection.	Suggested Completion Date:	Actual Completion Date:
	01/28/2020	02/05/2020
	Status: Corrected	

33. Does the program have documentation 4 fire drills and 1 tornado drill were conducted in the past year?
67:42:14:28

Corrections To Be Made:	Agency Action:	
There was only 1 fire drill completed in the past year. Four fire drills and one tornado drill needs to be conducted each year.	Compliance Plan	
CORRECTION: The Provider has a clear understanding of the annual fire and tornado drill requirements.	Suggested Completion Date:	Actual Completion Date:
	01/28/2020	01/28/2020
	Status: Corrected Immediately	

34. Do staff records contain all required information? 67:42:14:23 Note: staff records are to be maintained for 6 months following the end of employment.

Corrections To Be Made:

JC - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement, Timely Orientation, CPR, Training
 KE - Address & Phone Number, Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement, Timely Orientation, CPR, Training
 KH - Address & Phone Number, Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, Timely Orientation, CPR, Training
 SM - Address & Phone Number, Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement, Timely Orientation, CPR, Training
 GP - Timely Orientation, Training
 PP - Address & Phone Number, Central Registry Check, Timely Orientation, CPR, Training
 HS - Address & Phone Number, Central Registry Check, Timely Orientation, Training
 MS - Address & Phone Number, Three References, Central Registry Check, Timely Orientation, CPR, Training
 KV - Address & Phone Number, Three References, Timely Orientation, Training
 JW - Address & Phone Number, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement, Timely Orientation, CPR, Training

Agency Action:

Corrective Action Plan

Suggested Completion Date:	Actual Completion Date:
02/28/2020	05/13/2020

Status: **Corrected**

37. Do child records contain all required information? 67:42:16:13 Note: child records are to be retained for 6 months after the care of the child ceases.

Corrections To Be Made:

MB - Emergency Permission
 AD - Emergency Permission
 JF - Emergency Permission
 BJ - Emergency Permission
 AK - Emergency Permission
 AL - Emergency Permission
 LS - Emergency Permission
 MS - Emergency Permission
 MS - Emergency Permission
 QS - Emergency Permission

Agency Action:

Compliance Plan

Suggested Completion Date:	Actual Completion Date:
02/28/2020	02/19/2020

Status: **Corrected**

I. Written Procedures

41. Does program have a written plan for training staff? 67:42:14:13

Corrections To Be Made:	Agency Action:	
The program does not have a written plan for training staff for 2020.	Compliance Plan	
CORRECTION: Provider submitted a written plan for training staff for 2020.	Suggested Completion Date:	Actual Completion Date:
	02/28/2020	02/13/2020
	Status: Corrected	

42. Does the program have a written emergency preparedness and response plan in place which covers all areas required to include: evacuation; relocation; shelter-in-place; lock-down procedures; procedures for communication and reunification with families; continuity of operations, children with disabilities and children with chronic medical conditions? 67:42:14:16

Corrections To Be Made:	Agency Action:	
The provider does not have a written emergency preparedness and response plan. A written emergency preparedness and response plan needs to be completed and reviewed with all staff.	Compliance Plan	
CORRECTION: Provider submitted verification of a written emergency preparedness and response plan and review with all staff.	Suggested Completion Date:	Actual Completion Date:
	02/28/2020	02/13/2020
	Status: Corrected	

Gay Pickner

 Provider Signature

01/28/2020

 Date

McKenzie Hyronimus

 Inspector Signature

01/28/2020

 Date