



Department of Public Health and Human Services

CHILD DAY CARE FACILITIES (includes infant regulations) SURVEY TOOL

INSPECTION INFORMATION

Facility: Greenwood Step Connection

Type: Renewal Inspection **Date:** 03/16/2017 **Time:** 11:30 AM

Director: Vickie Greenwood

Contact: _____

Licensing Worker: Kirsten Geiger **Phone #:** (406) 522-2271

Time: 11:50 AM # **children:** 42 # **under 2:** 12 # **caregivers:** 13

Time: _____ # **children:** _____ # **under 2:** _____ # **caregivers:** _____

Time: _____ # **children:** _____ # **under 2:** _____ # **caregivers:** _____

STAFF RATIOS

Yes 1. License

BUILDING/FIRE REQUIREMENTS

Yes 2. Inside Facility

Yes 3. Equipment

Yes 4. Exiting

Yes 5. Space

OUTDOOR TOUR

Yes 6. Play Area

N/A 7. Swimming

PROGRAM ISSUES

Yes 8. Supervision

Yes 9. Provider Responsibilities

Not Observed 10. Activities

N/A 11. Night Care

HEALTH ISSUES

Yes 12. Illness Exclusion

Yes 13. Health Prevention

MEDICATION

Yes 14. Administration

Yes 15. Storage

INFANTS/TODDLERS

Yes 16. Diapering

Yes 17. Feeding

N/A 18. Bathing

Yes 19. Sleeping

Not Observed 20. Activities

Not Observed 21. Outdoor Activities

Yes 22. Special Requirements

TRANSPORTATION

Yes 23. Basic Requirements

Yes 24. Child Passenger Safety

WRITTEN RECORDS

Yes	25. Parent Information
No	<p>26. Facility Records</p> <p>37.95.1005(12) (12) All caregivers shall sign an acknowledgement indicating that they have read and understood the provider's policy outlined in (11). The intent of this rule was not met:</p> <p>Based on interview, CCL found that the provider was unable to show the department the facility's safe sleep policy with caregiver's signatures (indicating that they have read and understood the facility's safe sleep policy).</p> <p>The Plan of Correction was accepted on March 29, 2017.</p>
No	<p>27. Child File Review</p> <p>37.95.128(1)(a-d) (1) A day care facility must have on file a health record form, provided by the department, concerning any special health risks that would affect other children. This must be obtained and kept on file by the provider prior to residence or enrollment of any child under age two at the day care facility. The health record form must be signed by:</p> <ul style="list-style-type: none"> (a) A physician licensed to practice medicine in Montana pursuant to Title 37, chapter 3, MCA; or (b) A physician assistant-certified licensed to practice in Montana and practicing under a utilization plan approved by the board of medical examiners; or (c) A person licensed in Montana as a professional nurse and recognized by the board of nursing as a nurse practitioner or clinical nurse specialist; or (d) A naturopathic physician licensed under Title 37, chapter 26, MCA. <p>The intent of this rule was not met:</p> <p>Based on record review, CCL found that there was 1 child under age two that did not have a health record on file. See enclosed copy of children's record review.</p> <p>The Plan of Correction was accepted on March 29, 2017.</p> <p>37.95.141(5)(a-d) (5) Prior to a child being enrolled or entered into a day care facility, the following information must be on file:</p> <ul style="list-style-type: none"> (a) written information on each child explaining any special needs of the child, including allergies; (b) a release or authorization of persons allowed to pick up the child; (c) necessary medical forms, including all medication authorization and administration logs, signed and updated immunization records and the names of emergency contact persons; and (d) an emergency consent form. This form must accompany staff when children are away from the day care site for activities; and <p>The intent of this rule was not met:</p> <p>Based on record review, CCL found that the following information was not on file: a <u>Signed/Dated</u> emergency consent form. See enclosed copy of children's record review.</p> <p>The Plan of Correction was accepted on March 29, 2017.</p>
Yes	28. Medication File
Not Observed	29. Caregiver File Review
Yes	30. First Aid Requirements

ADMINISTRATIVE RECORDS

ADMINISTRATIVE RECORDS

Yes	31. License-Certificate
Yes	32. Facility Requirements
Yes	33. Registration/License Process