

<b>Provider Name:</b> Susie Roberts		<b>Address:</b> 905 Henrietta Dr Gallup, NM 87301			<b>Phone:</b> (505)722-9750		
<b>Registration Numl</b> 115692	<b>Issue Date:</b> 10/1/2016	<b>Expiration Date:</b> 09/30/2017	<b>Type:</b> Child Care Reg. Self-Cert Part		<b>Status:</b> Registered		
<b>Capacity</b>					<b>Census</b>		
Over Age 2: 4	Under Age 2: 2	Night Care: 0	Playground: 0	Over 2: 0	Under 2: 0		
<b>Days and Hours of Operation</b>							
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:	07:30 AM	07:30 AM	07:30 AM	07:30 AM	07:30 AM	Closed	Closed
Closing Times:	03:00 PM	03:00 PM	03:00 PM	03:00 PM	03:00 PM		
<b># of Classrooms:</b> 0	<b>Purpose:</b> Annual		<b>Date:</b> 07/14/2017		<b>Time:</b> 09:05 AM		
<b>Comments</b>							
Caring for three children, two non-resident and one resident child.							
BCK date: 10/12/2016							
HHM date:							
**NOTE: Provider did not have documents of background check/clearance but from previous survey, eligibility date and HHM were cleared. Will follow up with BCU via email. ** BCU last cleared in 2006 for both individuals. Provider did get her fingerprinting done last year in 2016 but was not assisted with further action to take.							
CPR/FIRST AID expiration date: 10/2018							
Health and Safety training date: 9/21/2016							
<b>NOTE:</b>							
Fire Extinguisher due to expire in October 2017							
Pet inoculations have expired							
Application for background check is given with verbal instructions. Steps/rprocess in registering for fingerprinting is also given with verbal instructions. Provider is informed that I am willing to assit her in the right directions.							
We appreciate your services as a provider. Thank you for your time and willingness.							

**A SURVEY OF YOUR FACILITY HAS BEEN MADE AND YOU ARE NOTIFIED OF NON-COMPLIANCE OF THE REGULATIONS AS NOTED BELOW:**

**Registration**

<b>8.17.2.11 A,B BACKGROUND CHECKS</b>  <u><b>Deficiencies</b></u> Background check(s) for the Primary caregiver; Household Members were not conducted in accordance with the most current provisions of 8.8.3 NMAC Governing Background Checks and Employment History Verification. <b>Regulation:</b> 8.17.2.11A B  <u><b>Corrective Action Plan</b></u> Background checks will be conducted in accordance with the most current provisions of 8.8.3 NMAC Governing Background Checks and Employment History Verification. <b>Date to be Completed:</b> 08/14/2017	Non-compliance
<b>8.17.2.11 C OTHER PERSONS BACKGROUND CHECKS</b>	Non-compliance

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<b>Registration</b>		
<p><b><u>Deficiencies</u></b> Person(s) who is/are present in registered home for significant periods while children are in care have not undergone a Background Check(s). <b>Regulation:</b> 8.17.2.11C</p> <p><b><u>Corrective Action Plan</u></b> Any adult who is present in the registered primary caregiver's home for significant periods while children are in care, or who commences being present in the registered primary caregiver's home for significant periods, may be required by the department to obtain either a background check or criminal history and child abuse and neglect screen. <b>Date to be Completed:</b> 08/14/2017</p>		
<p><b>8.17.2.11 E DOCUMENTATION</b></p> <p><b><u>Deficiencies</u></b> Registered primary caregiver does not maintain documentation of all applications, correspondence and clearance relating to the background checks required.  <b>**Provider was unable to show documentation of background check/clearance.</b> <b>Regulation:</b> 8.17.2.11E</p> <p><b><u>Corrective Action Plan</u></b> Registered primary caregiver will maintain documentation of all applications, correspondence and clearance relating to the background checks required and make them available to the registered authority upon request. <b>Date to be Completed:</b> 08/14/2017</p>	Non-compliance	
<b>8.17.2.13 VISITS BY AGENCY AND REGISTERED AUTHORITY</b>	Compliance	
<b>8.17.2.14 A-C NON-TRANSFERABILITY OF REGISTRATION</b>	Compliance	
<b>8.17.2.15 A-C INCIDENT REPORTS</b>	Compliance	
<b>Record Keeping Requirements</b>		
<b>8.17.2.24 RECORD KEEPING REQUIREMENTS</b>	Compliance	
<b>Caregiver Requirements</b>		
<b>8.17.2.10 A CAREGIVER REIMBURSEMENTS</b>	Compliance	
<b>8.17.2.10 B AGE REQUIREMENT</b>	Compliance	
<b>8.17.2.10 E F CAREGIVER REPORTING</b>	Compliance	
<b>8.17.2.10 G PRIMARY AND SUBSTITUTE CAREGIVER TRAINING</b>	Compliance	
<b>8.17.2.10 H PRIMARY AND SUBSTITUTE CAREGIVER TRAINING</b>	Compliance	
<b>8.17.2.10 I PRIMARY CAREGIVER FOR INFANTS</b>	N/A	
<b>8.17.2.10 K CPR AND FIRST AID CERTIFICATION</b>	Compliance	
<b>8.17.2.10 L COMPETENCY TRAINING</b>	Compliance	
<b>Group Composition</b>		
<b>8.17.2.21 A NON-RESIDENT CHILDREN</b>	Compliance	
<b>8.17.2.21 B CHILDREN UNDER 2</b>	Compliance	
<b>8.17.2.21 C CHILDREN UNDER 6</b>	Compliance	
<b>8.17.2.21 D DROP IN CHILDREN</b>	Compliance	

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<b>Group Composition</b>		
8.17.2.21 E SHIFT CHANGES		Compliance
8.17.2.21 F CAREGIVER INVOLVEMENT		Compliance
<b>Health &amp; Safety Requirements</b>		
8.17.2.22 A SAFE CONDITION		Compliance
8.17.2.22 B, C ELECTRICAL OUTLETS		Compliance
8.17.2.22 D TEMPERATURE		Compliance
8.17.2.22 E VENTILATION		Compliance
8.17.2.22 F HEATERS AND HEATING UNITS		N/A
8.17.2.22 G HOT AND COLD RUNNING WATER		Compliance
8.17.2.22 H, I, J INSIDE AND OUTSIDE PLAY AREAS		Compliance
8.17.2.22 K STORAGE OF DANGEROUS MATERIALS		Compliance
8.17.2.22 L WORKING TELEPHONE		Compliance
8.17.2.22 M EMERGENCY NUMBERS		Compliance
8.17.2.22 N SMOKE / CARBON MONOXIDE DETECTOR		Compliance
8.17.2.22 O,P FIREARM SAFETY/STORAGE		N/A
8.17.2.22 Q. SMOKING, ALCOHOL, AND ILLEGAL DRUG USE		Compliance
8.17.2.22 R FIRE EXTINGUISHER		Compliance
8.17.2.22 S COMBUSTIBLE AND FLAMMABLE MATERIALS		Compliance
8.17.2.22 T EMERGENCY EVACUATION AND DIASTER PREPAREDNESS PLAN <u>Deficiencies</u> An up to date and completed disaster preparedness plan is not available.  *Provider is given a emergency evacuation and disaster preparedness plan form. With verbal instructions.  <b>CORRECTED ON SITE.</b> Regulation: 8.17.2.22T  <u>Corrective Action Plan</u> An up to date emergency evacuation and disaster preparedness plan, which shall include steps for evacuation, relocation, shelter-in-place, lock-down, communication, reunification with parents, individual plans for children with special needs and children with chronic medical conditions, accommodations of infants and toddlers, and continuity of operations. The plan shall be approved annually by the registered authority and the department will provide guidance on developing these plans.  <b>CORRECTED ON SITE.</b> Date to be Completed: 07/14/2017		Non-compliance
8.17.2.22 U MAJOR EXITS		Compliance
8.17.2.22 V TOYS, OBJECTS AND CRIB STANDARDS		Compliance
8.17.2.22 W TOILET ROOMS		Compliance
8.17.2.22 X FIRST AID KIT		Compliance

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<b>Health &amp; Safety Requirements</b>		
<b>8.17.2.22 Y PETS</b> <u>Deficiencies</u> Caregiver did not inform parents or guardians in writing before the pets were allowed at the residence.  <b>**Pet Acknowledgement forms given with verbal instruction.</b> Regulation: 8.17.22Y  <u>Corrective Action Plan</u> Caregiver will inform parents or guardians in writing before pets are allowed at the residence. Date to be Completed: 08/14/2017  <u>Deficiencies</u> Pets in home are not inoculate as required by law.  *Pet were inoculate but expiration dated: 05/30/2016 Regulation: 8.17.2.22Y  <u>Corrective Action Plan</u> Caregiver will ensure that all pets in the home are inoculate as required by law. Date to be Completed: 08/14/2017		Non-compliance
<b>8.17.2.22 Z DIAPER CHANGING</b>		N/A
<b>8.17.2.22 AA TRANSPORTATION</b>		Compliance
<b>Meal Requirements</b>		
<b>8.17.2.23 H REFRIGERATION</b>		Compliance
<b>8.17.2.23 I REFRIGERATOR THERMOMETERS</b>		Compliance
<b>Caregiver's Responsibilities</b>		
<b>8.17.2.25 A,B SUPERVISION</b>		Compliance
<b>8.17.2.25 C GUIDANCE</b>		Compliance
<b>8.17.2.25 D POLICIES AND PROCEDURES FOR EXPULSION</b> <u>Deficiencies</u> The home does not have policies and procedures for expulsion of children.  *Examples of Expulsion policy are given, with verbal instruction on how to form her own.  <b>CORRECTED ON SITE.</b> Regulation: 8.18.2.25 D  <u>Corrective Action Plan</u> The home must develop policies and procedures for expulsion of children. Policies and procedures shall include how the home will maintain a positive environment and will focus on preventing the expulsion of children age birth to five. The home must develop policies that include clear, appropriate, consistent expectations, and consequences to address disruptive student behaviors; and ensure fairness, equity, and continuous improvement.  <b>CORRECTED ON SITE.</b> Date to be Completed: 07/14/2017		Non-compliance
<b>8.17.2.25 E ACTIVITIES AND EXPERIENCES</b>		Compliance
<b>8.17.2.25 F CARING FOR INFANTS</b>		N/A

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**Caregiver's Responsibilities**

8.17.25 G. REST PERIODS	N/A
8.17.25 H SWIMMING, WADING AND WATER	Compliance

**Please note: Per CYFD regulation NMAC 8.16.2, failure to comply with the corrective action plans as noted above, may result in further action taken against the provider.**

*Valanesia Johnson 11:30A*

07/14/2017

*Susie Roberts*

07/14/2017

Surveyor: Valanesia Johnson	Date	Provider Rep: Susie Roberts	Date
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