

# Program Inspection Licensed Day Care Programs Compliance Plan

Provider's Name: **Little Steps ihanpi Cikcistna**

City: **Agency Village**

Provider Number: **011102332**

Inspector: **Julie Hermansen**

Date of Inspection: **10/18/2018**

Time of Inspection: **11:10 AM**

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

## G. Record Keeping, Posting Information and Fire & Tornado Drills

40. Are staff records complete? 67:42:10:09 Note: Staff records are to be maintained at the facility for 6 months following the end of employment.

Corrections To Be Made:	Agency Action:	
<b>CA - Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, CPR</b>	<b>Compliance Plan</b>	
<b>DF - Training</b>	Suggested Completion Date:	Actual Completion Date:
<b>AG - Timely Orientation, CPR, Training</b>	<b>11/18/2018</b>	<b>12/18/2018</b>
<b>SH - Address &amp; Phone Number, Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement, Timely Orientation</b>	Status: <b>Corrected</b>	
<b>PK - Timely Orientation, CPR, Training</b>		
<b>KP - Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement</b>		
<b>AS - Timely Orientation</b>		

41. Are children's records complete? 67:42:16:13 Note: Children's records are to be maintained at the facility for 6 months following the date care ceases.

<p>Corrections To Be Made:</p> <p>AA - Emergency Permission  AC - Emergency Permission  JC - Emergency Permission  SC - Emergency Permission  JD - Emergency Permission  CF - Immunization Records  CF - Immunization Records  LG - Emergency Permission  SH - Emergency Permission, Immunization Records  ZH - Emergency Permission  JK - Immunization Records  LK - Emergency Permission  KL - Emergency Permission  WL - Information Sheet, Emergency Contact, Immunization Records  JR - Information Sheet, Emergency Contact, Immunization Records  TR - Emergency Permission  MS - Immunization Records  VS - Emergency Permission  LW - Emergency Permission</p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table border="1"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>11/18/2018</td> <td>12/04/2018</td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	11/18/2018	12/04/2018
Suggested Completion Date:	Actual Completion Date:				
11/18/2018	12/04/2018				

**H. Insurance**

42. Does the facility have documentation the program has current liability insurance coverage?  
67:42:16:16

<p>Corrections To Be Made:</p> <p><b>There was no documentation of the current liability insurance. The Provider provided documentation of the current liability insurance.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table border="1"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>11/18/2018</td> <td>11/18/2018</td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	11/18/2018	11/18/2018
Suggested Completion Date:	Actual Completion Date:				
11/18/2018	11/18/2018				

**I. Written Procedures**

44. 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 & reunification with families; continuity of operations; accommodation of infants & toddlers; children with disabilities & children with chronic medical conditions? 67:42:10:10

Corrections To Be Made:

**The emergency preparedness and response plan wasn't available at the time of the inspection. The Provider completed the emergency preparedness and response plan.**

Agency Action:

**Compliance Plan**

Suggested  
Completion  
Date:

Actual  
Completion  
Date:

**11/05/2018**

**12/18/2018**

Status: **Corrected**

**Kim Pratt**

Provider Signature

**10/24/2018**

Date

**Julie Hermansen**

Inspector Signature

**10/24/2018**

Date