

Program Inspection Licensed Day Care Programs Compliance Plan

Provider's Name: **Crow Creek Head Start**

City: **Fort Thompson**

Provider Number: **014511901**

Inspector: **Stacie Ugofsky**

Date of Inspection: **11/20/2019**

Time of Inspection: **10:24 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

39. Does the program have documentation 4 fire drills and 1 tornado drill were conducted in the past year?
67:42:10:18

<p>Corrections To Be Made:</p> <p>Documentation for 4 fire drills and 1 tornado drills for 2018 was not available at the time of the inspection.</p> <p>The program must have documentation for 4 fire drills and 1 tornado drill annually.</p> <p>Correction: The provider provided documentation for 4 fire drills and 1 tornado drill for 2018.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td style="text-align: center;">Suggested Completion Date:</td> <td style="text-align: center;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;">12/20/2019</td> <td style="text-align: center;">12/02/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	12/20/2019	12/02/2019
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12/20/2019	12/02/2019				

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.

<p>Corrections To Be Made:</p> <p>KC - Sex Offender Registry Check CM - Timely Orientation TM - Timely Orientation, CPR DM - Timely Orientation DR - Timely Orientation, Training AT - Central Registry Check, Sex Offender Registry Check, Timely Orientation IT - CPR AW - Timely Orientation</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td style="text-align: center;">Suggested Completion Date:</td> <td style="text-align: center;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;">12/20/2019</td> <td style="text-align: center;">12/20/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	12/20/2019	12/20/2019
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J. Written Program Policies

51. Policies related to requirement for separation of ill children and notification of parents if child is ill at the program? 67:42:10:10

Corrections To Be Made:	Agency Action:	
Program written policy did not contain the requirement related to separation of ill children and notification of parents if child is ill at the program.	Compliance Plan	
The program policies must contain information as outlined in ARSD 67:42:10:10.	Suggested Completion Date:	Actual Completion Date:
Correction: The program policies contain all information as outlined in ARSD 67:42:10:10.	12/20/2019	12/20/2019
	Status: Corrected	

52. Policies related to requirement for reporting contagious diseases to the Department of Health? 67:42:10:10

Corrections To Be Made:	Agency Action:	
Program written policy did not contain the requirement related to reporting contagious diseases to the Department of Health.	Compliance Plan	
The program policies must contain information as outlined in ARSD 67:42:10:10.	Suggested Completion Date:	Actual Completion Date:
Correction: The program policies contain all information as outlined in ARSD 67:42:10:10.	12/20/2019	12/20/2019
	Status: Corrected	

64. Policies related to requirement for immediate reporting of suspected child abuse or neglect to DSS or law enforcement and require staff to read and sign a statement which defines child abuse and neglect, and identifies reporting responsibilities and procedures as outlined in SDCL 26-8A-8? 67:42:10:10

Corrections To Be Made:	Agency Action:	
Program written policy did not contain the requirement for immediate reporting of suspected child abuse or neglect to DSS or law enforcement and require staff to read and sign a statement which defines child abuse and neglect and identifies reporting responsibilities and procedures.	Compliance Plan	
The program policies must contain information as outlined in ARSD 67:42:10:10.	Suggested Completion Date:	Actual Completion Date:
Correction: The program policies contain all information as outlined in ARSD 67:42:10:10.	12/20/2019	12/20/2019
	Status: Corrected	

65. Policies related to requirement for preventing suspected in-house child abuse or neglect incidents from reoccurring while awaiting investigation outcome and evaluate the continued employability of any staff member involved in a CA/N allegation or incident? 67:42:10:10

Corrections To Be Made:	Agency Action:	
Program written policy did not contain the requirement for preventing suspected in-house child abuse or neglect incidents from reoccurring while awaiting investigation outcome and evaluate the continued employability of any staff member involved in a child abuse/neglect allegation or incident.	Compliance Plan	
The program policies must contain information as outlined in ARSD 67:42:10:10.	Suggested Completion Date:	Actual Completion Date:
Correction: The program policies contain all information as outlined in ARSD 67:42:10:10.	12/20/2019	12/20/2019
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66. Policies related to requirement for reporting changes or circumstances, within 24 hours, which may affect ability to comply with licensing rules i.e. new program location, building renovations or remodeling, suspected in-house child abuse or neglect, ownership change, employee felony convictions or new director? 67:42:10:10

Corrections To Be Made:	Agency Action:	
Program written policy did not contain the requirement for reporting changes of circumstances, within 24 hours which may affect ability to comply with licensing rules i.e. new program location, building renovations/remodeling, suspected in-house child abuse or neglect, ownership change, employee felony convictions or new director.	Compliance Plan	
The program policies must contain information as outlined in ARSD 67:42:10:10.	Suggested Completion Date:	Actual Completion Date:
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67. Policies related to requirements for each child care worker to be at least 18 years of age and supervised by director/program planner; and secondary child care workers must be at least 14 years of age and work under the direct and constant supervision of an adult? 67:42:10:10

Corrections To Be Made:	Agency Action:	
Program written policy did not contain the requirement for each child care worker to be at least 18 years of age and supervised by director/program planner; and secondary child care workers must be at least 14 years of age and work under the direct and constant supervision of an adult.	Compliance Plan	
The program policies must contain information as outlined in ARSD 67:42:10:10.	Suggested Completion Date:	Actual Completion Date:
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68. Policies related to requirement for describing that the person who plans center programming has specific education and experience? 67:42:10:10

Corrections To Be Made:	Agency Action:	
Program written policy did not contain the requirement for describing that the person who plans center programming has specific education and experience.	Compliance Plan	
The program policies must contain information as outlined in ARSD 67:42:10:10.	Suggested Completion Date:	Actual Completion Date:
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69. Policy related to requiring volunteers used to fill staff member positions, to meet the requirements for the position they are filling? 67:42:10:10

Corrections To Be Made:	Agency Action:	
Program written policy did not contain the requirement for volunteers used to fill staff member positions, to meet the requirements for the position they are filling.	Compliance Plan	
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70. Policies related to requirement that no staff member or volunteer will have a substantiated report of child abuse or neglect? 67:42:10:10

Corrections To Be Made:	Agency Action:	
Program written policy did not contain the requirement that no staff member or volunteer will have a substantiated report of child abuse or neglect.	Compliance Plan	
The program policies must contain information as outlined in ARSD 67:42:10:10.	Suggested Completion Date:	Actual Completion Date:
Correction: The program policies contain all information as outlined in ARSD 67:42:10:10.	12/20/2019	12/20/2019
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71. Policies related to requirement that no staff member will have a conviction of a felony within the past five years, a sex offense, a crime of violence, or a crime against children? 67:42:10:10

Corrections To Be Made:	Agency Action:	
Program written policy did not contain the requirement that no staff member will have a conviction of a felony within the past five years, a sex offense, a crime of violence or a crime against children.	Compliance Plan	
The program policies must contain information as outlined in ARSD 67:42:10:10.	Suggested Completion Date:	Actual Completion Date:
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72. Policies related to requirement that no staff member's name will be located on the Sex Offender Registry? 67:42:10:10

Corrections To Be Made:	Agency Action:	
Program written policy did not contain the requirement that no staff member's name will be located on the Sex Offender Registry.	Compliance Plan	
The program policies must contain information as outlined in ARSD 67:42:10:10.	Suggested Completion Date:	Actual Completion Date:
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	Status: Corrected	

Penny Marsh

Provider Signature

11/20/2019

Date

Stacie Ugofsky

Inspector Signature

11/20/2019

Date