

Program Inspection Licensed Day Care Programs Compliance Plan

Provider's Name: **SWST Head Start West**

City: **Agency Village**

Provider Number: **017508141**

Inspector: **Julie Hermansen**

Date of Inspection: **05/07/2018**

Time of Inspection: **11:08 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:

TC - Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check
 BF - Central Registry Check, Criminal Record Check, Timely Orientation
 LH - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, CPR
 SH - Timely Orientation
 LL - Criminal Record Check, CPR
 AM - Criminal Record Check
 SM - Criminal Record Check, Timely Orientation
 SM - Central Registry Check, Sex Offender Registry Check, Criminal Record Check
 JN - Criminal Record Check
 JN - Central Registry Check, Criminal Record Check, Timely Orientation
 JR - Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, Timely Orientation, CPR
 LR - Criminal Record Check, CPR
 KR - Central Registry Check, Sex Offender Registry Check, Criminal Record Check
 AR - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, Timely Orientation, CPR
 TS - Criminal Record Check
 LS - Central Registry Check, Sex Offender Registry Check, Criminal Record Check
 EW - Central Registry Check, Sex Offender Registry Check, Criminal Record Check
 TW - Criminal Record Check
 TW - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, CPR
 PW - Central Registry Check, Sex Offender Registry Check, Criminal Record Check

Agency Action:

Compliance Plan

Suggested
Completion
Date:

07/12/2018

Actual
Completion
Date:

07/13/2018

Status: **Corrected**

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.

Corrections To Be Made:

AA - Emergency Permission
KA - Emergency Permission
AB - Emergency Permission
HB - Emergency Permission
SC - Emergency Permission
TC - Emergency Permission
KC - Emergency Permission
CF - Emergency Permission
AH - Emergency Permission
LHE - Emergency Permission
JK - Emergency Permission
JM - Emergency Permission
JM - Emergency Permission
AR - Emergency Permission
CT - Emergency Permission
AW - Emergency Permission
AW - Emergency Permission

Agency Action:

Compliance Plan

Suggested Completion Date:	Actual Completion Date:
06/07/2018	07/13/2018

Status: **Corrected**

Angel Marks

Provider Signature

05/07/2018

Date

Julie Hermansen

Inspector Signature

05/07/2018

Date