

Date Issued	August 29, 2025	Status	Closed
Provider Name	WHITTLINGER, TRACY		
Provider ID	011102299		
Provider Address	1110 Willow Dr, Aberdeen, SD 57401, USA		
Provider Contact	TRACY WHITTLINGER		

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

### Compliance Plan Action #1

**Administrative Rule:**

67:42:17:42

A provider shall maintain a record for each child that includes:

- (1) The child's name and date of birth;
- (2) The parent or guardian's name and telephone number;
- (3) An emergency contact name and telephone number;
- (4) Parental permission for emergency medical treatment;
- (5) The names of individuals authorized to pick up the child;
- (6) Health information, including any allergies or special needs;
- (7) A current immunization record or, for a school-age program, the name of the child's school;
- (8) Parental permission for medication;
- (9) The child's attendance records;
- (10) The date of the child's enrollment; and
- (11) The date on which the child's enrollment ends.

The provider shall annually review and update each record required under this section, and make the child's record available to the department, upon request.

**Summary of Non-Compliance Finding:**

Two child records were missing current immunization records.

**Corrections to be Made:**

Two child records need current immunization records.

**Corrections Made:**

Verification of compliance was received from the provider.

**Anticipated Completion Date:**  
August 29, 2025

**Date Completed:**  
August 06, 2025

## Compliance Plan Action #2

### **Administrative Rule:**

67:42:17:15

A child care provider shall maintain a record for each employee that includes:

- (1) The employee's name and date of birth;
- (2) The dates on which the employee began and ended employment;
- (3) Documentation of orientation and ongoing annual training, if the employee provides direct care and supervision of children;
- (4) A statement that:
  - (a) Defines child abuse and neglect;
  - (b) Sets forth the employee's responsibility to report all incidents of child abuse or neglect in accordance with SDCL 26-8A-3 and 26-8A-8; and
  - (c) Is signed by the employee; and
- (5) The results of the background check.

All records required by this section must be reviewed and updated at least annually by the provider, made available to the department for verification of the contents, and retained by the provider for six months after the employee leaves the program.

### **Summary of Non-Compliance Finding:**

The Provider did not have verification of annual training. The training has been completed; however, the documentation was not on file.

### **Corrections to be Made:**

The Provider needs documentation of six hours of annual training.

### **Corrections Made:**

The Provider submitted documentation of six hours of training for 2024.

**Anticipated Completion Date:**

August 29, 2025

**Date Completed:**

August 27, 2025

**Your signature below certifies you have read and understand the non-compliance findings and agree to make corrections to be compliant with the identified administrative rules.**

Tracy M. Whittlinger

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Printed Name of Provider/Agency Contact



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Signature of Provider/Agency Contact

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August 25, 2025

Date

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**The Department of Social Services, Office of Licensing and Accreditation has reviewed and accepted the above plan.**

Julie Hermansen

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Printed Name of DSS Staff



8/5/2025, 11:37:13 AM

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Signature of DSS Staff:

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August 05, 2025

Date