

annual training is required; the provider is currently missing seven hours of training.

Corrective Action:

Documentation verifying completion of the required annual training must be obtained for the provider who has not yet met the annual training requirement.

Supporting Evidence:

To verify completion of annual training, documentation demonstrating completion of seven hours of training for one provider must be submitted to OLA by April 24th, 2026.

How Maintained:

Provider files will be reviewed quarterly to ensure required annual training of ten hours is completed within the calendar year.

Position Responsible:
Kaitlan Huggenberger, Director

Expected Completion Date:
April 24, 2026

Date Completed:
April 24, 2026

SIGNATURES

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.

Kaitlan Huggenberger

Provider Name



Signature of Provider

March 25, 2026

Date

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

Brooke Flemmer

Printed Name of DSS Staff



3/24/2026, 11:11:40 AM

Signature of DSS Staff:

March 24, 2026

Date

COMPLETION DETAILS

COMPLETION DATE: April 24, 2026

The Department of Social Services, Office of Licensing and Accreditation has reviewed the actions taken by the agency to resolve the above items and has accepted the above plan as completed.

Brooke Flemmer

Printed Name of DSS Staff



4/27/2026, 7:13:37 AM

Signature of DSS Staff:

April 24, 2026

Date