

Program Inspection Compliance Plan

Provider's Name: **The Crayon Box I**

City: **Salem**

Provider Number: **014511966**

Inspector: **Deb Bigge**

Date of Inspection: **08/13/2024**

Time of Inspection: **8:41 AM**

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

B. Provider Practices

16. Is medication administered to each child documented, which includes the child ' s name, dose, time, date given, and name of the individual administering the medication? 67:42:17:27

Corrections To Be Made:

The medication consent form used by the program does not include the dose administered.

Program was given the DSS medication consent form with all required information.

Medication consent/administration requirements were reviewed with staff and updated form is being used.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

08/14/2024

Actual
Completion
Date:

08/14/2024

Status: **Corrected**

19. Are medications returned to the parent when no longer needed or the medication has expired? 67:42:17:27

Corrections To Be Made:

Medications are not returned to the families when no longer needed.

Program needs to return all medications to families when the medication is no longer needed/after date to be given on medication consent form is expired.

All medication not affiliated with a current consent form was returned to families.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

08/13/2024

Actual
Completion
Date:

08/15/2024

Status: **Corrected**

Posting Information/ Emergency Preparedness/ Record Keeping/ Provider

C. Qualifications

34. Does the provider have documentation showing two fire evacuation drills, two shelter-in-place drills, and two lockdown drills conducted in the past calendar year? 67:42:17:43

Corrections To Be Made:	Agency Action:	
Documentation of sufficient drills completed within the past year was not available.	Compliance Plan	
Program will complete a fire, a shelter-in-place, and a lockdown drill within the next month.	Suggested Completion Date:	Actual Completion Date:
Verification was received of completed drills.	09/13/2024	09/10/2024
	Status: Corrected	

35. Does each child ' s record contain all required information? 67:42:17:42

Corrections To Be Made:	Agency Action:	
RB - Immunization Records MH - Immunization Records DH - Immunization Records AK - Immunization Records CL - Immunization Records JL - Immunization Records MP - Immunization Records RR - Immunization Records WS - Immunization Records FS - Immunization Records	Compliance Plan	
	Suggested Completion Date:	Actual Completion Date:
	08/27/2024	09/17/2024
	Status: Corrected	

39. Do employee records contain all required information? 67:42:17:15

Corrections To Be Made:	Agency Action:	
AZ - DCI Check	Compliance Plan	
	Suggested Completion Date:	Actual Completion Date:
	08/27/2024	09/11/2024
	Status: Corrected	

42. Have providers and assistants completed orientation training within 90 days after the date of employment and before caring for children unsupervised? 67:42:17:17

Corrections To Be Made:	Agency Action:	
Two staff members did not complete orientation training within 90 days of hire.	Compliance Plan	
All orientation training topics must be completed within 90 days of hire and before caring for children unsupervised.	Suggested Completion Date:	Actual Completion Date:
The training was completed and is on file. Program was retrained on orientation training timeframe requirement.	08/13/2024	08/13/2024
	Status: Corrected	

E. Written Procedures

51. Are all providers and provider assistants knowledgeable on the emergency preparedness and response plan and procedure at the time employment begins? 67:42:17:43

Corrections To Be Made:	Agency Action:	
All providers did not have knowledge of the emergency preparedness plan procedures.	Compliance Plan	
Program will complete training on emergency preparedness plan with all providers within the next two weeks.	Suggested Completion Date:	Actual Completion Date:
Emergency preparedness plan was reviewed with all providers to assure understanding.	08/27/2024	08/21/2024
	Status: Corrected	

Rhonda Mead

Provider Signature

08/14/2024

Date

Deb Bigge

Inspector Signature

08/14/2024

Date