

Program Inspection Before & After School Center Compliance Plan

Provider's Name: **Boys & Girls Club of the Capital** City: **Pierre**

Provider Number: **014512557**

Inspector: **Shannon Terhark** Date of Inspection: **08/02/2022**

Time of Inspection: **4:23 PM**

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

B. Program Practices

8. Do staff ensure children are given direct care, protection, supervision, and guidance through active involvement or direct supervision? 67:42:16:19

Corrections To Be Made:

There is not a current practice in place to account for all children in care when transitioning activity rooms.

The program needs to develop a plan to account for all children when choosing classrooms to participate in specific activities.

A written plan to account for all children in care was received from the program.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

08/15/2022

Actual
Completion
Date:

08/18/2022

Status: **Corrected**

16. Are staff and director aware of their responsibility to report suspected child abuse and neglect directly to Law Enforcement, the State's Attorney or to the Department? 67:42:14:14

Corrections To Be Made:

The staff do not have a clear understanding of their mandatory reporting requirements.

Staff are obligated to report suspicions of child abuse & neglect to CPS, law enforcement or the State's Attorney's Office rather than rely on the program director to report the concerns.

The program administration has reviewed the mandatory reporting requirements with program staff.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

08/15/2022

Actual
Completion
Date:

08/18/2022

Status: **Corrected**

G. Record Keeping, Posting Information, Fire/Tornado Drills

32. Does the facility have posted in a visible location a copy of the facility's latest Program and Facility Safety inspection? And if on a CAP, does facility have a copy of the plan available upon request?
67:42:16:17

Corrections To Be Made:	Agency Action:	
The current Facility Safety Inspection is not posted in a visible location.	Compliance Plan	
The current Program and Facility Safety Inspections need to be posted.	Suggested Completion Date:	Actual Completion Date:
The current inspections have been posted in the facility.	08/15/2022	08/18/2022
	Status: Corrected	

33. Does the program have documentation 4 fire drills and 1 tornado drill were conducted in the past year?
67:42:14:28

Corrections To Be Made:	Agency Action:	
Two fire drills were completed in 2021.	Compliance Plan	
The program will complete and document four annual fire drills and one tornado drill. The program will complete an additional fire drill by 8/17/22.	Suggested Completion Date:	Actual Completion Date:
Verification has been received for an additional fire drill that was conducted. The program administration has a clear understanding of this requirement.	08/17/2022	08/10/2022
	Status: Corrected	

34. Do staff records contain all required information? 67:42:14:23 Note: staff records are to be maintained for 6 months following the end of employment.

Corrections To Be Made:

CA - Training
TB - Training
AB - C A/N Report Statement
SB - CPR
AC - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement
TD - C A/N Report Statement
KE - CPR
NE - CPR, Training
AG - Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement
OH - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement
AH - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement
GH - CPR
LM - Training
JN - CPR
KP - C A/N Report Statement
HS - Criminal Record Check, C A/N Report Statement
AT - C A/N Report Statement
MV - Training
BW - CPR, Training

Agency Action:

Compliance Plan

Suggested Completion Date:	Actual Completion Date:
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09/03/2022	09/26/2022
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Status: **Corrected**

I. Written Procedures

42. Does the program have a written emergency preparedness and response plan in place which covers all areas required to include: evacuation; relocation; shelter-in-place; lock-down procedures; procedures for communication and reunification with families; continuity of operations, children with disabilities and children with chronic medical conditions? 67:42:14:16

Corrections To Be Made:

The emergency preparedness and response plans needs to include the following information - procedures for communication and reunification with families; continuity of operations, children with disabilities and children with chronic medical conditions.

The emergency preparedness plan needs to be updated to include the required information.

The emergency preparedness plan has been updated.

Agency Action:

Compliance Plan

Suggested Completion Date:	Actual Completion Date:
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09/03/2022	08/31/2022
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Status: **Corrected**

J. Written Program Policies

50. Is there written policies related to reporting suspected child abuse or neglect, including procedures for ensuring that the alleged incident will not reoccur while waiting for the official investigation and for evaluating continued employment of any staff member determined to be involved in an incident of child abuse? 67:42:14:16

Corrections To Be Made:	Agency Action:
The current program policy indicates that program staff will notify the administrative staff of concerns involving child abuse and neglect and the administrative staff will report the suspicions of child abuse & neglect to the authorities. All program staff, who have suspicions of child abuse or neglect are obligated to report the concerns to Child Protection, law enforcement or the State's Attorney.	Compliance Plan
The program policy needs to include procedures for ensuring that the alleged incident will not reoccur while waiting for the official investigation and for evaluating continued employment of any staff member determined to be involved in an incident of child abuse.	Suggested Completion Date: 09/03/2022
The program policies need to be updated to include information as outlined in ARSD 67:42:14:16.	Actual Completion Date: 08/05/2022
The program policies have been updated to include the required information.	Status: Corrected

57. Is there written policies related to prevention and response to an emergency due to a food or allergic reaction? 67:42:14:16

Corrections To Be Made:	Agency Action:
The program policy needs to include policies related to prevention and response to an emergency due to a food or allergic reaction.	Compliance Plan
The program policies need to be updated to include information as outlined in ARSD 67:42:14:16.	Suggested Completion Date: 09/02/2022
The program policies have been updated to include the required information.	Actual Completion Date: 08/03/2022
	Status: Corrected

Becky Spoehr

Provider Signature

09/26/2022

Date

Shannon Terhark

Inspector Signature

09/26/2022

Date