

# Program Inspection Compliance Plan

Provider's Name: **Divine Shepherd Lutheran Church**

City: **Black Hawk**

Provider Number: **016597928**

Inspector: **Andrea Neff**

Date of Inspection: **06/16/2022**

Time of Inspection: **10:15 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:

**AB - Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check**  
**CC - Three References**  
**AK - Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check**

Agency Action:

### Compliance Plan

Suggested  
Completion  
Date:

**07/14/2022**

Status: **Corrected**

Actual  
Completion  
Date:

**08/01/2022**

## J. Written Program Policies

66. Policies related to requirement for reporting changes or circumstances, within 24 hours, which may affect ability to comply with licensing rules i.e. new program location, building renovations or remodeling, suspected in-house child abuse or neglect, ownership change, employee felony convictions or new director? 67:42:10:10

Corrections To Be Made:

**Program needs to write a policy related to the requirement for reporting changes or circumstances, within 24 hours, which may affect ability to comply with licensing rules.**

**Correction: Provider submitted a written policy related to the requirement for reporting changes or circumstances, within 24 hours, which may affect ability to comply with licensing rules.**

Agency Action:

**Compliance Plan**

Suggested  
Completion  
Date:

Actual  
Completion  
Date:

**07/14/2022**

**08/02/2022**

Status: **Corrected**

**Katie Andreasen**

Provider Signature

**08/04/2022**

Date

**Andrea Neff**

Inspector Signature

**08/04/2022**

Date