

Program Inspection Compliance Plan

Provider's Name: **Madison Community Center
OST**

City: **Madison**

Provider Number: **018042122**

Inspector: **Ambuer Jaacks**

Date of Inspection: **03/05/2024**

Time of Inspection: **2:43 PM**

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

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

<p>Corrections To Be Made:</p> <p>Documentation of the annual emergency drills completed in past calendar year was not available at time of inspection.</p> <p>Provider must provide documentation showing when required drills were completed in the past calendar year.</p> <p>Correction: Verification of emergency drills completed in 2023 was received.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>04/05/2024</td> <td>05/07/2024</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	04/05/2024	05/07/2024
Suggested Completion Date:	Actual Completion Date:				
04/05/2024	05/07/2024				

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

<p>Corrections To Be Made:</p> <p>MA - Sex Offender Registry Check, FBI Check, DCI Check, NCIC Check</p> <p>JK - Orientation Complete, CPR, Training</p> <p>HL - Orientation Complete, CPR, Training</p> <p>LM - CPR</p> <p>DS - Orientation Complete, CPR, Training</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>04/05/2024</td> <td>05/03/2024</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	04/05/2024	05/03/2024
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40. Does the provider review and update all employee records annually? 67:42:17:15

Corrections To Be Made:	Agency Action:	
Employee records are not reviewed on an annual basis.	Compliance Plan	
Employee files must be reviewed and updated on an annual basis.	Suggested Completion Date:	Actual Completion Date:
Correction: Verification received that provider has a plan in place to review and update employee files on an annual basis.	04/05/2024	05/07/2024
	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:	
Program has 2 staff at time of inspection that haven't completed orientation training within 90 days of employment.	Compliance Plan	
Providers and assistants must complete orientation training within 90 days after the date of employment and before caring for children unsupervised.	Suggested Completion Date:	Actual Completion Date:
Correction: Verification received that provider will keep track of employee's orientation training to ensure it's completed within 90 days of employment and before caring for children unsupervised.	04/05/2024	05/07/2024
	Status: Corrected	

Kaylee Winrow

 Provider Signature

03/05/2024

 Date

Ambuer Jaacks

 Inspector Signature

03/05/2024

 Date