

Program Inspection Before & After School Center Compliance Plan

Provider's Name: **Volunteers of America Youth Center**

City: **Sioux Falls**

Provider Number: **010606010**

Inspector: **Shannon Terhark**

Date of Inspection: **09/24/2018**

Time of Inspection: **3:30 PM**

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

A. Program Activities, Schedule, Equipment and Supplies

2. Are activity plans in writing and posted in the facility? 67:42:14:15

| | | | | | |
|--|--|----------------------------------|-------------------------------|-------------------|-------------------|
| <p>Corrections To Be Made:</p> <p>Activity plans need to be completed and posted in each classroom.</p> <p>***The activity plans are completed and posted in the classrooms.</p> | <p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td style="text-align: right;">Suggested Completion Date:</td> <td style="text-align: right;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: right;">10/18/2018</td> <td style="text-align: right;">10/18/2018</td> </tr> </table> <p>Status: Corrected</p> | Suggested Completion Date: | Actual Completion Date: | 10/18/2018 | 10/18/2018 |
| Suggested Completion Date: | Actual Completion Date: | | | | |
| 10/18/2018 | 10/18/2018 | | | | |

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

31. Is the program Certificate of License posted in a visible location? 26-6-13

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|--|--|----------------------------------|-------------------------------|-------------------|-------------------|
| <p>Corrections To Be Made:</p> <p>The Program License needs to be posted in a visible location.</p> <p>***The License has been posted in a visible location.</p> | <p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td style="text-align: right;">Suggested Completion Date:</td> <td style="text-align: right;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: right;">10/18/2018</td> <td style="text-align: right;">10/18/2018</td> </tr> </table> <p>Status: Corrected</p> | Suggested Completion Date: | Actual Completion Date: | 10/18/2018 | 10/18/2018 |
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| 10/18/2018 | 10/18/2018 | | | | |

32. Does the facility have posted in a visible location a copy of the facility's latest Program \ul and\ulnone 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 Program Inspection and the Facility Safety Inspection need to be posted in a visible location. | Compliance Plan | |
| ***The Program Inspection and the Facility Safety Inspection are posted in a visible location. | Suggested Completion Date: | Actual Completion Date: |
| | 10/18/2018 | 10/18/2018 |
| | 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

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|--|----------------------------|-------------------------|
| Corrections To Be Made: | Agency Action: | |
| Four fire drills need to be completed and documented each year. A fire drill needs to be completed by 10/1/2018. | Compliance Plan | |
| ***The Provider is aware of the annual fire and tornado drill requirements. A fire drill was completed on 10/16/18. | Suggested Completion Date: | Actual Completion Date: |
| | 10/01/2018 | 10/18/2018 |
| | 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.

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|---|--|----------------------------|-------------------------|-------------------|-------------------|
| <p>Corrections To Be Made:</p> <p>PB - Timely Orientation CD - Timely Orientation WF - CPR, Training SF - C A/N Report Statement, Timely Orientation PK - C A/N Report Statement, Timely Orientation, CPR BM - Timely Orientation, CPR AN - C A/N Report Statement, Timely Orientation, CPR, Training RS - CPR TS - Timely Orientation JS - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, Timely Orientation RT - Timely Orientation CW - Timely Orientation</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>10/18/2018</td> <td>11/05/2018</td> </tr> </table> <p>Status: Corrected</p> | Suggested Completion Date: | Actual Completion Date: | 10/18/2018 | 11/05/2018 |
| Suggested Completion Date: | Actual Completion Date: | | | | |
| 10/18/2018 | 11/05/2018 | | | | |

37. Do child records contain all required information? 67:42:16:13 Note: child records are to be retained for 6 months after the care of the child ceases.

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|---|--|----------------------------|-------------------------|-------------------|-------------------|
| <p>Corrections To Be Made:</p> <p>MA - Enrollment Date SC - Enrollment Date SC - Enrollment Date KD - Enrollment Date DG - Enrollment Date DH - Enrollment Date PH - Enrollment Date, Emergency Permission SK - Enrollment Date JL - Enrollment Date NL - Enrollment Date HM - Enrollment Date RM - Enrollment Date SO - Enrollment Date, Emergency Permission NR - Enrollment Date IS - Enrollment Date IS - Enrollment Date JS - Enrollment Date LT - Enrollment Date RT - Enrollment Date, Emergency Contact MU - Enrollment Date CW - Enrollment Date BY - Enrollment Date</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>10/18/2018</td> <td>11/05/2018</td> </tr> </table> <p>Status: Corrected</p> | Suggested Completion Date: | Actual Completion Date: | 10/18/2018 | 11/05/2018 |
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| 10/18/2018 | 11/05/2018 | | | | |

Rob Shaw

 Provider Signature

09/24/2018

 Date

Shannon Terhark

 Inspector Signature

09/24/2018

 Date