

# 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: **08/16/2019**

Time of Inspection: **9:45 AM**

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><b>Activity plans need to be completed and posted including during the summer.</b></p> <p><b>***The activity plans are posted in each classroom.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Suggested Completion Date:</td> <td style="width: 50%; border: none;">Actual Completion Date:</td> </tr> <tr> <td style="border: none;"><b>08/21/2019</b></td> <td style="border: none;"><b>09/23/2019</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>08/21/2019</b>	<b>09/23/2019</b>
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## B. Program Practices

11. Are medications stored inaccessible to children; in original container, with original label intact? 67:42:14:24

<p>Corrections To Be Made:</p> <p><b>The medications need to be stored in a manner where they are inaccessible. A bottle of medication is stored on a shelf in the office.</b></p> <p><b>***The medication that was on the shelf in the office has been discarded. If medications are given in the future, they will be stored in a locked filing cabinet.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Suggested Completion Date:</td> <td style="width: 50%; border: none;">Actual Completion Date:</td> </tr> <tr> <td style="border: none;"><b>08/16/2019</b></td> <td style="border: none;"><b>09/23/2019</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>08/16/2019</b>	<b>09/23/2019</b>
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13. When administering medications, does the staff document dose, time and date medication is administered and sign off on that administration? 67:42:14:24

<p>Corrections To Be Made:</p> <p><b>The staff need to document the date, time and dose and sign the medication form after administering medication to children.</b></p> <p><b>***The director and staff have a clear understanding of the medication administration requirements.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td><b>08/16/2019</b></td> <td><b>09/23/2019</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>08/16/2019</b>	<b>09/23/2019</b>
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14. Does the program obtain written parental consent to administer medication that contains specific dates the medication is to be administered (view info. to verify)? 67:42:14:24

<p>Corrections To Be Made:</p> <p><b>A new medication consent form needs to be completed each month by the parents.</b></p> <p><b>***The director and staff have a clear understanding of the medication administration requirements.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td><b>08/16/2019</b></td> <td><b>09/23/2019</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>08/16/2019</b>	<b>09/23/2019</b>
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**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 \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

<p>Corrections To Be Made:</p> <p><b>The 2018 Program Inspection is not posted, The current Program Inspection and Facility Safety Inspections need to be posted.</b></p> <p><b>***The current 2019 Program Inspection will be posted when received by Child Care Services.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td><b>08/16/2019</b></td> <td><b>09/23/2019</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>08/16/2019</b>	<b>09/23/2019</b>
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33. Does the program have documentation 4 fire drills and 1 tornado drill were conducted in the past year?  
67:42:14:28

<p>Corrections To Be Made:</p> <p><b>There is documentation of one fire drill in the last year. A tornado drill has not been completed. Four fire drills and one tornado drill need to be completed each year. One fire and one tornado drill need to be completed by 8/23/2019.</b></p> <p><b>***One fire drill and one tornado drill have been conducted and documented. The program has a clear understanding of the requirement for the annual fire and tornado drills.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td><b>08/23/2019</b></td> <td><b>09/23/2019</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>08/23/2019</b>	<b>09/23/2019</b>
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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.

<p>Corrections To Be Made:</p> <p>KB - Timely Orientation  ME - C A/N Report Statement, Timely Orientation  TE - C A/N Report Statement  SF - C A/N Report Statement, Timely Orientation, Training  RG - C A/N Report Statement, Timely Orientation  PK - C A/N Report Statement, Timely Orientation, Training  BM - Timely Orientation, Training  AN - C A/N Report Statement, Timely Orientation, Training  JO - Timely Orientation  JO - Timely Orientation, CPR  KR - Timely Orientation  KR - Timely Orientation, CPR  RS - CPR, Training  TS - Timely Orientation  JS - Timely Orientation, Training  RT - Timely Orientation  CW - Timely Orientation  BY - Timely Orientation, CPR</p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table border="1"> <thead> <tr> <th>Suggested Completion Date:</th> <th>Actual Completion Date:</th> </tr> </thead> <tbody> <tr> <td>09/16/2019</td> <td>09/26/2019</td> </tr> </tbody> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	09/16/2019	09/26/2019
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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.

<p>Corrections To Be Made:</p> <p>AA - Enrollment Date, Emergency Permission  NA - Enrollment Date  AD - Enrollment Date  AD - Enrollment Date  AG - Enrollment Date  II - Emergency Contact  AJ - Enrollment Date  DJ - Enrollment Date, Emergency Contact  AK - Enrollment Date, Emergency Contact  AK - Enrollment Date  DL - Enrollment Date, Emergency Contact  AM - Enrollment Date, Emergency Permission  WM - Enrollment Date  AO - Enrollment Date  AO - Enrollment Date  EP - Enrollment Date  AR - Enrollment Date  AS - Enrollment Date, Emergency Permission, Immunization Records  FT - Enrollment Date  LT - Enrollment Date  RT - Enrollment Date  AY - Enrollment Date, Emergency Contact, Immunization Records  AZ - Enrollment Date</p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table border="1"> <thead> <tr> <th>Suggested Completion Date:</th> <th>Actual Completion Date:</th> </tr> </thead> <tbody> <tr> <td>09/16/2019</td> <td>09/23/2019</td> </tr> </tbody> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	09/16/2019	09/23/2019
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## H. Insurance

39. Does the facility have documentation the program has current liability insurance coverage?  
67:42:16:16

<p>Corrections To Be Made:</p> <p><b>Current liability insurance is needed.</b></p> <p><b>***The current liability insurance has been received by Child Care Services.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td><b>08/31/2019</b></td> <td><b>08/20/2019</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>08/31/2019</b>	<b>08/20/2019</b>
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40. If the program transports children, does the facility have documentation that each vehicle used for transporting children has current liability insurance that covers the children being transported?  
67:42:16:16

<p>Corrections To Be Made:</p> <p><b>Current vehicle liability insurance is needed.</b></p> <p><b>***The current vehicle liability insurance was received by Child Care Services.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td><b>08/31/2019</b></td> <td><b>08/20/2019</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>08/31/2019</b>	<b>08/20/2019</b>
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## 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 program coordinator and staff are not aware of the written emergency preparedness plan. The emergency preparedness plan should be shared with all staff, including new staff during their orientation to the program.**

**\*\*\*The emergency preparedness plan was reviewed during a staff meeting on 9/12/2019**

Agency Action:

**Compliance Plan**

Suggested  
Completion  
Date:

**08/23/2019**

Actual  
Completion  
Date:

**09/23/2019**

Status: **Corrected**

**Cassidy Wright**

Provider Signature

**08/16/2019**

Date

**Shannon Terhark**

Inspector Signature

**08/16/2019**

Date