

<b>Date Correction Plan Due</b> 5/24/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 715-361-7700
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**Use of Form:** This form is used by certification / licensing staff to identify statute and / or administrative rule violation(s) and to outline imposed plans of correction, if applicable. This form is used by certified operators / licensed centers to meet the requirements of DCF 202.065, DCF 250.04(2)(i) and (3)(d), DCF 251.04(2)(L) and (3)(f), DCF 252.41(1)(L) and (2)(k). Failure to submit an appropriate correction plan by the due date listed above may result in sanctions identified in the statute and / or administrative rule. Public Schools may submit plans of correction however are not required to do so.

**Instructions:** The Noncompliance Statement below identifies the violation(s) of child care statute and / or administrative rule identified by the certification / licensing specialist. Complete the section labeled "Correction Plan" by indicating the steps that will be taken to address and correct each of the listed noncompliance(s). Identify expected completion date(s) for each item. Return the original to your certification / licensing specialist for approval and retain a copy. If this is a licensed child care, post your copy of the noncompliance statement and correction plan near the license in accordance with Wis. Stat. 48.657. This request for a correction plan is not an order imposing a sanction or penalty pursuant to Wis. Stat. 48.715. If the department decides to apply a statutory sanction and / or penalty for facts arising from this finding or a future finding, you will be given a notice of the sanction and / or penalty and your appeal rights.

<b>Name - Certified Operator / Licensed Center</b> Ginijjaanisinaanig		<b>Provider Number / Facility ID Number</b> 7000560867 / 001 - 620373		
<b>Address - Facility (Street, City, State, Zip Code)</b> 53552 Abinooyag Rd Ashland WI 54806		<b>Telephone Number</b> 715-682-7144	<b>Date - Regulation Visit</b> 4/30/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(2)(a)1. <b>Staff Record - Personal Information</b>  Description: Staff A and Staff I on the Staff Record Checklist did not have a staff record form on file.	Our administrative assistant is currently going through every staff file and updating and getting information from staff to complete.  Files will also be checked and updated quarterly to assure we stay current.	June 23, 2024	
2	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: Staff A, B, G and J on the Staff Record Checklist did not have a staff health report on file.  Repeat violation: Previously cited on 6/28/2022	Our administrative assistant is currently going through every staff file and updating and getting information from staff to complete.  Files will also be checked and updated quarterly to assure we stay current.	June 23, 2024	

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3	<p>251.05(2)(a)4.a. <b>Staff Record - Registry Certificate</b></p> <p>Description: Staff A and Staff E on the Staff Record Checklist did not have a registry certificate that shows the staff have met the educational qualifications for their positions.</p> <p>Repeat violation: Previously cited on 6/28/2022</p>	<p>Our administrative assistant is currently going through every staff file and updating and getting information from staff to complete.</p> <p>Files will also be checked and updated quarterly to assure we stay current.</p>	June 23, 2024	
4	<p>251.05(2)(a)4.d. <b>Staff Record - Educational Qualifications</b></p> <p>Description: Staff A and Staff E on the Staff Record Checklist did not have documentation on file of their educational qualifications for their positions.</p> <p>Repeat violation: Previously cited on 6/28/2022</p>	<p>Our administrative assistant is currently going through every staff file and updating and getting information from staff to complete.</p> <p>Files will also be checked and updated quarterly to assure we stay current.</p>	June 23, 2024	
5	<p>251.05(2)(a)5. <b>Staff Record - High School Diploma</b></p> <p>Description: Staff A, B, and E on the Staff Record Checklist did not verification of a high school diploma or equivalent on file.</p>	<p>Our administrative assistant is currently going through every staff file and updating and getting information from staff to complete.</p> <p>Files will also be checked and updated quarterly to assure we stay current.</p>	June 23, 2024	

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6	<p>251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b></p> <p>Description: Staff in Nibi Abiwin room did not have documented days and hours worked for 4-29-2023 and 4-30-2024.</p> <p>Repeat violation: Previously cited on 10/30/2023</p>	<p>Our administrative assistant is currently going through every staff file and updating and getting information from staff to complete.</p> <p>Files will also be checked and updated quarterly to assure we stay current.</p>	June 23, 2024	
7	<p>251.05(3)(b) <b>Abusive Head Trauma Prevention Training</b></p> <p>Description: Staff A and Staff B on the Staff Record Checklist did not have on file documentation that abusive head trauma training was completed.</p>	<p>Our administrative assistant is currently going through every staff file and updating and getting information from staff to complete.</p> <p>Files will also be checked and updated quarterly to assure we stay current.</p>	June 23, 2024	
8	<p>251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b></p> <p>Description: Staff A, B, D, and E on the Staff Record Checklist did not have a current CPR certificate on file.</p>	<p>Our administrative assistant is currently going through every staff file and updating and getting information from staff to complete.</p> <p>Files will also be checked and updated quarterly to assure we stay current.</p>	June 23, 2024	
9	<p>251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b></p> <p>Description: Staff A and Staff H on the Staff Record Checklist did not have current documentation of taking child abuse and neglect training.</p>	<p>Our administrative assistant is currently going through every staff file and updating and getting information from staff to complete.</p> <p>Files will also be checked and updated quarterly to assure we stay current.</p>	June 23, 2024	

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10	251.05(3)(gr)2. <b>Meal Prep Personnel - Orientation</b>  Description: Staff J on Staff Record Checklist did not have documented orientation on file.	Our administrative assistant is currently going through every staff file and updating and getting information from staff to complete.  Files will also be checked and updated quarterly to assure we stay current.	June 23, 2024	
11	251.05(3)(gr)3.a. <b>Meal Prep Personnel - Training</b>  Description: Staff J on the Staff Record Checklist did not have documentation of at least 4 hours of training in kitchen, food handling and nutrition on file.	Our administrative assistant is currently going through every staff file and updating and getting information from staff to complete.  Files will also be checked and updated quarterly to assure we stay current.	June 23, 2024	
12	251.05(4)(a) <b>Staff Orientation - Develop, Implement, Document</b>  Description: Staff A and Staff I on the Staff Record Checklist did not have documentation of staff orientation on file.  Repeat violation: Previously cited on 6/28/2022	Our administrative assistant is currently going through every staff file and updating and getting information from staff to complete.  Files will also be checked and updated quarterly to assure we stay current.	June 23, 2024	
13	251.05(4)(c)9. <b>Continuing Education - Documentation Of 12 Month Period</b>  Description: Staff C and Staff H on the Staff Record Checklist did not have documentation of 15 hours of continuing education for 2023.	Our administrative assistant is currently going through every staff file and updating and getting information from staff to complete.  Files will also be checked and updated quarterly to assure we stay current.	June 23, 2024	

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14	251.06(11)(b)5. <b>Outdoor Play Space - Energy-Absorbing Surfaces</b>  Description: There was not the required 9 inches of energy absorbing surface around the play equipment that is 4 feet or more in height.	Our custodial staff will be working on relocating sand, dirt, and wood chips to under the slide to comply with the 9 inch requirement, but our program is currently looking for funding to tear out all of the playgrounds so we can replace them with new equipment that has already been purchased and we're waiting to get the old equipment out.	Under Slide- 6/7/24  Complete renovation 8/15/24	
15	251.07(3)(a)5. <b>Indoor Equipment - Intended Use</b>  Description: There were 2 chairs in Ahki that had straps and sides on them. These chairs are to be used only under supervision of a licensed therapist and because of this, manufacturer's instructions and recommendations were not being followed.	Chairs were removed from classrooms immediately. We are currently looking for a home for the chairs at a facility with a trained therapist. We are looking into purchasing a replacement for the chair that does not require a licensed therapist. The OT at the Ashland School District will be taking them 5/30/24	Removed immediately from classroom, to be rehoused 5/30, will find new ones to use ASAP	
16	251.07(5)(b)5. <b>Eating Surfaces - Cleaned, Sanitized</b>  Description: Eating surfaces are not always being washed and sanitized before and after use. There is confusion about how to mix a sanitizing solution based on the product label.	We are overhauling the three step cleaning system at our center. At a staff meeting on 6/7/24, information will be shared with every staff member and new spray bottles will be given out that are labeled and filled. Posters with information on the three step process and bleach solution information will also be passed out.	6/7/24	
17	251.08(4)(c)1. <b>Driver Record - Obtain &amp; Review</b>  Description: Staff A on the Staff ID Key did not have a current driver record on file.  Repeat violation: Previously cited on 3/21/2023	Our Bus Driver has put in his letter of resignation to pursue other ventures and retirement. In the future, we will make sure our administrative assistant keeps up staff records for those with a CDL.  Files will also be checked and updated quarterly to assure we stay current.	5/23/24	5/23/24

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18	251.09(1)(am) <b>Infant &amp; Toddler - Intake Information</b>  Description: Child 1, 2 and 3 on the Child ID Key did not have updated Intake Information in their files.	Teachers will have blank intake forms to give to parents every 3 months. When teachers get it back, they will make a copy and get it to Family Services Manager to go in Student File.	5/23/24	5/23/24
19	251.09(4)(a)3. <b>Infant &amp; Toddler - Diaper Changing Surface Disinfection</b>  Description: Not all staff at the center are cleaning diaper changing surfaces correctly. There is some confusion about whether the changing surface needs to be sanitized or disinfected. The disinfectant solution was not consistently prepared and applied as indicated on the label.	Our staff is going to be trained on the information sent to us on our next in-service training on 6/7/24. We will make the information given to us available in each classroom for everyone to use. Future teachers being hired will also be trained on proper use of disinfectants on changing tables in their orientation.	6/7/24	6/7/24

**NAME - Agency Worker**  
Bonnie Davis, Dezarae Wierzba

**Date Issued**  
5/10/2024

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

Brianna Cody 

**Date Signed**  
5/23/24