

Date Correction Plan Due 4/27/2023	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
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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.

Name - Certified Operator / Licensed Center Southwest Y Base - Elmwood		Provider Number / Facility ID Number 4000558914 / 023 - 2003028	
Address - Facility (Street, City, State, Zip Code) 5900 S Sunnyslope Rd New Berlin WI 531518719		Telephone Number 414-329-3842	Date - Regulation Visit 4/6/2023
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(a)2. Child Record - Emergency Medical Consent Description: Child 3 does not have parental consent for emergency medical care available for review at the time of the monitoring visit.	Had parent sign at pick up Have staff and director auditing new files to make sure we don't miss this in the future.	4/7/23	
2 251.05(2)(a)4.b. Staff Record - Registry Certificate - School Age Programs Description: Staff A does not have a registry certificate available for review at the time of the monitoring visit and has been a <input type="checkbox"/> lead teacher <input type="checkbox"/> at the location for over six months.	Verified in registry, they didn't receive his transcripts Resubmitted transcripts and put unofficial in file until updated.	5/1/23	

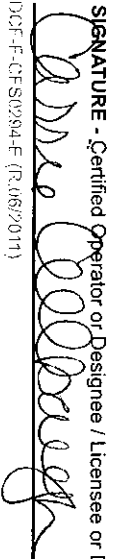
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3 251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: Staff A and Staff B do not have verification of any educational qualifications for the positions that they are employed during the monitoring visit.	Updating staff files through the registry Information is getting scanned in and put in staff files	4/21/23	
4 251.05(2)(a)5. Staff Record - High School Diploma Description: Staff A and Staff B do not have verification of a high school diploma or equivalent at the time of the monitoring visit.	reviews staff files and update staff records review that all paper and digital files watch	5/11/23	
5 251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff B has an expired CPR certification available at the time of the monitoring visit and reported that there is no up to date one.	registered to recertify for CPR and First Aid	4/21/23	
6 251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: An Epi Pen on site does not have a parents signature for administration.	Parent signed the form and was added to the epi pen	4/18/23	

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NAME - Agency Worker Mindi Sablak	Date Issued 4/12/2023
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SIGNATURE - Certified Operator or Designee / Licensee or Designee 	Date Signed 4/24/23
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