

Date Correction Plan Due 6/24/2022	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	TO FILE A COMPLAINT CALL 715-930-1148
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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 Ahuco Head Start Center		Provider Number / Facility ID Number 1000556721 / 003 - 520372	
Address - Facility (Street, City, State, Zip Code) 321 Epoch Rd Tomah WI 54660		Telephone Number 608-372-6669	Date - Regulation Visit 5/12/2022
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5</p> <p>Description: Each child 2 years of age and under age 5 shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to the center. Child #3 has been in care for more than 3 months and did not have a child health report on file.</p>	<p>As a Head Start we continue to work w/ families to obtain physical exams and to establish "medical homes". However, per Head Start rules we cannot deny services to children who don't have the exams, nor can we 'disenroll' a child who does not get them in the allotted time or ever.</p>		
<p>2 251.04(8)(b) Biennial Training - Child Abuse &amp; Neglect</p> <p>Description: Staff F was missing documentation of having received training within the past two years on child abuse and neglect laws, identification, and reporting.</p>	<p>All staff receive the <sup>training on</sup> Child Abuse and neglect laws, identification and reporting Annually in August. If they begin mid year their Center Director is provided w/ the link in order to provide this training. Please see the attached training module provided to all staff Annually.</p>	Aug 2022	

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3	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: The file for Staff F did not contain documentation of a physical examination report on a form provided by the department, completed within 12 months before or within 30 days after beginning work with children in care, indicating the person is free from illness detrimental to children, including tuberculosis, and physically able to work with young children.  Repeat violation: Previously cited on 5/18/2021	Each COLT is aware of this and needs to enforce w/ the center staff. This will be completed and on file @ the center by Aug 26, 2022.	8/24/22	
4	251.05(3)(b) <b>Shaken Baby Syndrome Prevention Training</b>  Description: Documentation of completion of Abusive Head Trauma (AHT) training was not observed in the file for staff F. AHT training is required to be completed before a child care worker begins to work with children under age 5.	This training is available via current trained head start staff and online - but will be provided again @ the upcoming pre service.	8/25/22	
5	251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b>  Description: Staff F was missing documentation of having obtained a certificate of completion for infant and child cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use from an agency approved by the Department within 3 months of employment.  Repeat violation: Previously cited on 5/18/2021	These training links were provided to the staff who began after the start up of the school year, through Red Cross or line. These courses (pre service) will be offered via our regular provider (Heartquest) in person Aug 25, 2022.	8/25/22	



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6	251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills  Description: Fire drills were not documented for the months of January, February or March 2022. The center is required to keep written records of dates and times of all the monthly fire drills practiced.	Fire Drills will be conducted monthly regardless of the weather as fires do not occur only under pleasant conditions they will immediately be documented.	
7	251.06(4)(j) Fire Alarms & Smoke Detectors - Maintenance, Drills, Testing  Description: There was no documentation showing that fire alarms and smoke detectors were tested for the months of January, February or March 2022. All fire alarms and smoke detectors shall be tested monthly and a record kept of the test results.	It is essential to ensure that the fire alarms/smoke detectors are working properly in the event of an actual emergency. As such they need to be checked, tested monthly and documentation of the test needs to occur immediately following the test.	

NAME - Certification Worker / Licensing Specialist  
Jennifer Stubbe

Date Issued  
6/10/2022

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed  
6/13/21