

Date Correction Plan Due 7/24/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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 Encompass - Ruth Helf Center		Provider Number / Facility ID Number 3000559973 / 010 - 1002165	
Address - Facility (Street, City, State, Zip Code) 2787 W Mason St Green Bay WI 543034965		Telephone Number 920-405-9083	Date - Regulation Visit 6/26/2024
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1	<p>251.07(6)(f)1.b. Medication Administration - Containers & Labeling</p> <p>Description: A medication-Epi pen- failed to be labeled with the child's name and the label includes the dosage and directions for administration. Prescription label was not available.</p> <p>Repeat violation: Previously cited on 12/1/2023</p>	<p>Talked with parent about the prescription label/box. It was brought in and placed with the epi pen. Met with all the staff to go over the medication procedures and the importance that all prescription medicines must be in the original container along with the prescription label.</p>	6/27/2024

NAME - Agency Worker
Ruth Sprangers

Date Issued
7/10/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Ruth Sprangers

Date Signed

7-19-2024