

Date Correction Plan Due 2/28/2018	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
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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.

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 Hand In Hand A Place For All Child		Provider Number / Facility ID Number 2000556142 / 001 - 520077		
Address - Facility (Street, City, State, Zip Code) 800 Wisconsin St Box 13 Eau Claire WI 54703		Telephone Number 715-833-7744	Date - Regulation Visit 2/6/2018	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(2)(a) Compliance With Laws</p> <p>Description: Contrary to s. 48.685(3)(bm) Wis. Stats., the caregiver background check for employee B and F were completed as of 2016. Caregiver background checks must be completed annually.</p> <p>Repeat violation: Previously cited on 8/15/2017</p>	<p>Both caregivers back ground checks were completed annually. Our corporate office retains a copy, also checks completed on</p>	2/13/18	
2	<p>251.04(5)(a)2. Staff File - Background Information Disclosure Form</p> <p>Description: On 2/6/18, the Background Information Disclosure Form was not observed on file for employee B.</p>	<p>11/21/17. another copy was placed in the employees file</p>	2/13/18	

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3	251.04(6)(a)1. Child Record - Enrollment Information Description: On 2/6/18, the child enrollment information form for child #1, #2, and #6 did not have the name, address, telephone number of a physician or medical facility caring for the child. Repeat violation: Previously cited on 7/5/2016	parents were informed of the missing information and have a week to return the required information	2/23/18
4	251.05(1)(b) Shaken Baby Syndrome Prevention Training Description: Contrary to DCF 251.05(1)(b), on 2/6/18, documentation of completion of Shaken Baby Syndrome Prevention training was not observed in the file for staff B. A department approved training in shaken baby syndrome prevention is required to be completed before working with children under age 5. Repeat violation: Previously cited on 4/3/2017	another copy was made of employee's SDS training and placed in their training jacket. Training was completed on 7/10/17	2/13/18
5	251.05(1)(c) Cardiopulmonary Resuscitation Training Description: Contrary to DCF 251.05(1)(c), on 2/6/18, a current certificate of completion for infant and child cardiopulmonary resuscitation was not on file for employee C and F. Rule states all employees in regular contact with children shall obtain and maintain a current certificate of completion for infant and child cardiopulmonary resuscitation and automated external defibrillator use from an agency approved by the department within 6 months after beginning to work with children.	another copy was made of employee's CPR card and placed in their training jacket. Certification was from the Red Cross completed on 5/24/16.	2/13/18

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6 251.05(1)(L)1.a. Staff Health Examination - Illness Description: On 2/6/18, documentation of a physical examination report indicating the person is free from illness detrimental to children including tuberculosis was not observed on file for employee B.	another copy was obtained from our corporate office and placed in the employee file. test completed on 11/14/16	2/13/18	
7 251.06(2)(b) Electrical Or Hot Surface Protection Description: On 2/6/18, an electrical outlet was observed not protected with a guard in the Starfish Room	employee's will complete a thorough walk thru of their assigned rooms prior to admitting any children.	2/13/18	
8 251.06(5)(c) Garbage Containers - Construction & Disposal Schedule Description: On 2/6/18, a garbage container with food waste in it did not have a cover in the Manatee Room. Rule states in pertinent part that garbage containers in the building shall be rigid, covered, watertight and emptied daily or more often as needed.	Intent. There is and was a garbage can lid next to the garbage, it was removed during serving times and that will no longer happen. It will remain on top at all times.	2/13/18	

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9 251.06(9)(f)3. Food - Leftover Prepared Food Description: On 2/6/18, a bowl of peaches cover with plastic wrap with a date of 2/2/18 was in the kitchen refrigerator. Rule states that leftover prepared food which has not been served shall be dated, refrigerated promptly and used within 36 hours, or frozen immediately for later use.	All food will be served or discarded within 36 hours. No peaches were in our reffridgerator.	2/13/18	
10 251.06(9)(g)1.b. Food Service Staff - Clothing, Hair Restraints Description: On 2/6/18, the cook was observed to have her hair pull back into a pony tail. Rule states in pertinent part that an effective hair restraints such as hair nets or caps shall be used by food service staff.	Staff will wear hair nets or caps when preparing food	2/13/18	
11 251.07(6)(k)2. Health Examination - Children Over Age 2 Description: On 2/6/18, a current health examination was not observed on file for child #9. Rule in pertinent part states that each child 2 years of age and older shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to the center, and a follow-up health examination at least once every 2 years thereafter. Repeat violation: Previously cited on 7/5/2016	Parents were informed and will be returning the paperwork after the child's visit.	2/28/18	

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12	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: On 2/6/18, documentation of child #3 and #10's development and routine changes were not observed on file. Rule requires that every 3 months a child's development and routine changes be documented based on discussion with the parent. Repeat violation: Previously cited on 11/28/2016	All children's records will be monitored + checked every 3 months	2/13/18

NAME - Certification Worker / Licensing Specialist
Sarah Yang

Date Issued
2/14/2018

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

2/14/18