

521 Visit Compliance Report

Licensee: Millcreek of Arkansas PRTF

Licensee Address: 1828 INDUSTRIAL DRIVE FORDYCE, AR 71742

Licensing Specialist: Clayton DeBoer **Person In Charge:** Brad Serafin

Monitor Visit Date: 5/18/2022

Purpose of Visit: Psychiatric Residential Children's Record Review

Regulations Out of Compliance:
No regulations out of compliance.

Regulations Needing Technical Assistance:
No regulations needing technical assistance.

Regulations Not Correctable:

Regulation	Discussion/Observation
R904.1.h	Clients ■ and ■ both missing Legal Documents e.g., Birth Certificate and Social Security Card. A request form or correspondence indicating these items had been requested was not present in these files either. Admissions staff indicated these were out-of-state clients and that the requests for these documents were sent in the form of an email. Risk Mgmt. staff Chris Butler indicated that all emails are deleted after 30 days. Moving forward, when an email is sent requesting these documents, it will be printed off and placed in the file.

Narrative:

Arkansas Department of Human Services
Division of Child Care and Early Childhood Education

P.O. Box 1437, Slot S140 - Little Rock, AR 72203-1437
501-682-8590 - Fax: 501-683-6060 - TDD: 501-682-1550

Facility visited 5/18/22 from 9:30AM-1:00PM.

Client records reviewed for:

[REDACTED]

Clients [REDACTED] and [REDACTED] both missing Legal Documents e.g., Birth Certificate and Social Security Card. A request form or correspondence indicating these items had been requested was not present in these files either. Admissions staff indicated these were out-of-state clients and that the requests for these documents were sent in the form of an email. Risk Mgmt. staff Chris Butler indicated that all emails are deleted after 30 days. Moving forward, when an email is sent requesting these documents, it will be printed off and placed in the file.

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Licensing Specialist: Clayton DeBoer **Person In Charge:** Brad Serafin
Monitor Visit Date: 5/18/2022
Purpose of Visit: Psychiatric Residential Personnel Record Review

Regulations Out of Compliance:

No regulations out of compliance.

Regulations Needing Technical Assistance:

No regulations needing technical assistance.

Regulations Not Correctable:

No regulations marked as not correctable.

Narrative:

Arkansas Department of Human Services
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Facility visited from 9:30AM-1:00PM.

Personnel Records reviewed for staff:



All items required by Licensing Standards accounted for. It should be noted for future visits that all correspondence be requested to be present, as training and training certificates are separate from other required correspondence.