



Division of Child Care & Early Childhood Education

P.O. Box 1437, Slot S140, Little Rock, AR 72203-1437

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521 Visit Compliance Report

Licensee: The Centers for Youth and Families Monticello

Facility Number: 159

Licensee Address: 936 JORDAN DRIVE
MONTICELLO AR 71657

Licensing Specialist: Clayton DeBoer

Person In Charge: Karen Walker

Record Visit Date: 3/19/2024

Home Visit Date: 3/19/2024

Purpose of Visit: Personnel Records

Regulations Out of Compliance:

Regulations Needing Technical Assistance:

Regulation Number: 100.105.13

Regulation Description: Documentation verifying annual training shall include the date, number of hours, the name of the source, and the topic/title.

Finding Description: All licensing requirements listed in today's visit were not readily present in each employee file and did not include the date, number of hours, name of the source, and the topic or title.

Action Due Date: 2024-05-01

Action Due Description: All licensing requirements listed in today's visit shall be present in each employee file, whether paper or electronic, by 5/1/24 and must include the date, number of hours, name of the source, and the topic or title.

Comply Date:

Action Due Description: All licensing requirements listed in today's visit shall be present in each employee file, whether paper or electronic, by 5/1/24 and must include the date, number of hours, name of the source, and the topic or title.

Regulation Not Applicable:

Regulations Not Correctable:

Narrative:

Personnel Record Review attempted. Centers is transitioning from paper to "Credible" online training completion verification. Some verification on paper, some in "Credible". Neither listed the number of credit hours for completion. T/A 105.13: Documentation of annual training shall include the **date, number of hours, the name of the source, and the topic or title**. As to document a list of everything that needs to be documented in each Personnel File which shall include the date, number of hours, name of the source, and the topic or title:

105.4: Preservice training shall include:

- a) Confidentiality
- b) Resident Grievance process
- c) Fire and disaster plans
- d) Suicide awareness protocol
- e) Behavior management
- f) Crisis intervention management
- g) Agency policies and procedures
- h) Child maltreatment/mandated reporter policy
- j) Minimum licensing standards for their license type

105.5: Childcare staff shall have CPR/First Aid within 90 days of hire.

105.8: All full-time childcare staff shall have 30 hours of job related in-service or workshop training each year. CPR may be included.

105.9: Childcare staff working 24 hours a week, or less shall have at least 15 hours of job related in-service or workshop training each year. CPR may be included.

105.10: All childcare staff in PRTF's shall complete 10 hours of psychiatric specific training BEFORE being counted in the staff/child ratio.

105.14: The Administrator, Social Services Director, caseworkers, and therapists shall have 24 hours of job-related continuing education each year.

All of these items for every employee of Centers Monticello need to be ready for review by 5/1/24. If an extension is needed to continue the transition from paper to online training verification, licensing must be notified.

Provider Comments:

CCL Staff Signature :

Date: 3/19/2024



Provider Signature :

Date: 3/19/2024

