



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:** Neurorestorative Timber Ridge

**Facility Number:** 102

**Licensee Address:** 15000 TIMBERRIDGE LANE  
BENTON AR 72019

**Licensing Specialist:** Clayton DeBoer

**Person In Charge:**

**Record Visit Date:** 6/25/2024

**Home Visit Date:** 6/25/2024

**Purpose of Visit:** Personnel Records

### Regulations Out of Compliance:

**Regulation Number:** 100.105.15.g

**Regulation Description:** The agency shall maintain a personnel file for each employee, which shall include:

**Finding Description:** Staff [REDACTED] did not have a signed job description for review.

**Action Due Date:** 2024-07-02

**Action Due Description:** A signed job description will be added to staff [REDACTED] file.

**Comply Date:**

**Sub-Regulation Level 1 Description:** A functional job description;

**Action Due Description:** A signed job description will be added to staff [REDACTED] file.

### Regulations Needing Technical Assistance:

### Regulation Not Applicable:

**Regulations Not Correctable:**

**Narrative:**

Personnel Records Review conducted for:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

All items accounted for except [REDACTED] did not have a signed job description. Facility cited 105.15g.

**Provider Comments:**

CCL Staff Signature :

Date: 6/25/2024



Provider Signature :

Date: 6/25/2024

