

Writing a plan of correction

During an annual licensing inspection, “Little Ones Child Care” was cited for a violation of state child care regulations.

What happens next?

Step 1

At the end of a licensing inspection, the certification representative who did the inspection will complete an Inspection Summary form that describes the violation, lists the regulation that was violated, and shares details on what is needed to correct the violation.

The completed Inspection Summary form is given or emailed to the center director, family, or group child care home professional.

Example:

VIOLATION 1	
55 PA CODE CHAPTER:	3270.31
VIOLATION DESCRIPTION:	The operator failed to demonstrate that three employees completed the annual training requirement as there was no documentation in the files.
CORRECTION REQUIRED:	The operator is required to have the three employees complete the six hour annual training requirement and put the documentation in the employees' files.

Step 2

Within fifteen calendar days of the inspection, the legal entity, the center director, family, or group child care home professional is required to respond to the certification representative with a Plan of Correction.

The Plan of Correction lists:

- What the child care program will do to correct the violation.
- The date when the violation will be corrected. - A plan that will be followed to prevent the violation from happening in the future.

Example:

VIOLATION 1	
55 PA CODE CHAPTER:	3270.31
VIOLATION DESCRIPTION:	The operator failed to demonstrate that three employees completed the annual training requirement as there was no documentation in the files.
CORRECTION REQUIRED:	The operator is required to have the three employees complete the six hour annual training requirement and put the documentation in the employees' files.
PROVIDER'S CORRECTION DATE:	September 1, 2018
PROVIDER'S PLAN OF CORRECTION:	The employees will obtain the required training along with the documentation and provide it for the file. In addition, all employees will have to provide a copy of training documentation upon completion of the training. There will be reminders sent out on a monthly basis to provide the documentation. Any employee failing to submit the documentation after completion of a training will receive a written warning.

Step 3

The certification representative reviews the Plan of Correction and decides if the plan is acceptable or unacceptable.

If the Plan of Correction is acceptable:

The certification representative will notify the child care program that the Plan of Correction is acceptable.

The certification representative will return unannounced to the child care program after the date when the correction is to be completed to verify that the correction was made or ask for verification to be sent to prove that the correction was made.

If the Plan of Correction is unacceptable:

The certification representative will return the Plan of Correction and ask for it to be rewritten and submitted again. Child care programs may have up to three attempts to submit an acceptable Plan of Correction. If an acceptable Plan of Correction is not submitted, the certification representative can take steps to downgrade the child care program's license to a provisional license or remove the license and close the child care program.

What are the next steps if a child care program's license is downgraded or removed?

The legal entity, center director, family, or group child care home professional will receive a written notice from the Pennsylvania Department of Human Services that describes the reason that the program's license is downgraded or removed.

The notice includes information on the next steps, how to respond to the notice, and the timeframe to appeal the decision to downgrade or remove the program's license.

For more information on writing a Plan of Correction, contact a Regional Certification office:

Southeast Region 1-800-346-2929

Northeast Region 1-800-222-2108

Central Region 1-800-222-2117

Western Region 1-800-222-2149