

Utah Department of Health, Bureau of Child Care Licensing
Child Care Center Initial Announced Inspection Checklist D -- Staff Records

Center Name:	Center ID #:
Inspection Date: / /	

Which staff members drive children in care?
Which staff members accompany children in care on field trips?
Which staff members are used to meet the requirement that at least one person at the facility at all times when children are in care must have current First Aid and CPR?

Staff Files	S	S	S	S	S	S	S	S	S	S	S		
Name:													
Start Date:												X = Compliance O = Noncompliance	
Need 1st Aid & CPR?													
												Rule #	Level
D 1. Documentation of first aid certification as required in 100-9(1)(i)(viii) and 100-10(2), 100-20(5)(d), and 100-21(2)?												100-9(4)(g):09	3
												100-10(2):09	2
												100-20(5)(d):09	2, 3
												100-21(2):09	2, 3
D 2. Documentation of CPR certification as required in 100-9(1)(i)(viii) and 100-10(2), 100-20(5)(d), and 100-21(2)?												100-9(4)(g):09	3
												100-10(2):09	2
												100-20(5)(d):09	2, 3
												100-21(2):09	2, 3
D 3. Does the center have the Cleared initial CBS/MIS form, received within 5 days for all staff and volunteers who started after the last Unannounced Inspection?												100-9(4)(c):09	3
												6-6(3)(a)-(b):09	1, 2

Does the center have the following records for all staff hired since the last Announced Inspection?												
D 4. Results of initial TB screening and any accompanying required documentation?											100-9(4)(b):09	3
											100-16(11):09	2
											100-16(12)(a)-(c):09	
D 5. Documentation of orientation training for all new volunteers and caregivers, in all required topics?											100-9(4)(e):09	3
											100-7(8)(a)-(k):09	2, 3
Notes:												

