

NAME OF CAMP: _____ LICENSE #: _____ INSPECTION REPORT DATE: _____

| Inspection Report Item # or Regulation | Corrective Action Taken NOTE: Your response should include a clear concise explanation of the changes the program has made to correct the violation to ensure compliance. | Exact Date Corrected | Check if Accepted (OEC Use Only) |
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Based on the inspection report, the licensee was cited for failure to comply with the regulations listed above. I hereby declare that the licensee has complied with the regulation(s) in the above manner. I understand the Agency reserves the right to re-inspect the above program to verify compliance with the regulations and to request a meeting with the licensee when necessary to review patterns of non-compliance. Understanding the penalties for false statements, I attest that the information I submit on this form is true.

By checking this box, and typing my name below, I am electronically signing my CAP.

Signed: _____ (Date) _____

(Owner/Director)

(Date)

Please see the reverse side for guidance in completing this CAP, sample CAPs and instructions for Resolving Disputed Violations

Instructions for Completing an Acceptable Corrective Action Plan (CAP)

- How a violation(s) was corrected must be included; statements shall not simply indicate that corrections are “done” or “will be fixed”
- Copies of documents may be attached but the CAP must still describe what has been done to correct the violation(s); attached documents are only required when specifically requested by OEC staff
- Personally identifiable information such as children’s names, initials or dates of birth shall not be included
- The date the violation was corrected must be listed
- In cases where a permanent correction is not immediately possible, how and when the violation will be corrected and what immediate temporary measures have been put in place should be identified
- Statement must be easy to read

Sample CAPs:

- All staff/camper health records are now current and on site
- A current fire marshal certificate has been obtained
- Medication(s) along with the authorized prescriber’s orders and parent permission are on site for the campers who need medication
- All medications have been removed from the first aid kit
- Written first aid instructions have been signed and dated by the camp physician/APRN
- Medication was placed in the original container and is stored locked
- A current food inspection report has been obtained
- All perishables are adequately refrigerated
- All medication authorization forms have been signed, corrected, updated and are now on file at the camp
- The individual care plan has been signed by all staff responsible for the child’s care and by the child’s parent
- The physician/APRN has signed off on all cases in the abstract record. Once a week all cases in the abstract record will be reviewed and signed off by the physician/APRN
- Written policies and procedures governing the archery range have been developed, are on site at the camp and have been implemented
- The equipment and supplies specified in the first aid instructions are now on site at the camp
- The individual care plan has been signed by all staff responsible for the child’s care and by the child’s parent
- Whenever swimming activities are occurring, there will be a staff person at the pool who possesses current and acceptable lifeguard and CPR certifications

Resolving Disputed Violations

If you are cited for a violation of the youth camp licensing regulations and you do not understand the violation or why you were cited, you should:

- Ask the inspector to explain the violation, and show you which regulation was violated.
- If you still disagree that there is a violation of a regulation, you may ask for a supervisory review. You may call (860) 500-4450 and ask to speak with the youth camp supervisor or in the case of a complaint investigation, ask to speak with the supervisor of the investigations unit.
- If you still wish to dispute the violation after a supervisory review, you may contact the Agency at (860) 500-4450 and request a managerial review. The manager will decide if the evidence shows a violation exists.
- An Operator/Owner may request a formal hearing only when the Agency issues a statement of charges and the licensee wishes to contest a proposed action against the license.