

TIPTON HOME, INC.
RESPONSE TO FINDINGS OF OJSO MARCH 2, 2009 VISIT

1. Missing Service Plan: A search was made to determine if the Plan had been misfiled. Upon failure to locate, a new plan was developed. A search was also made of other files to ensure that all other plans were completed as required.

2. Missing Service Plan Signatures: Many of the missing signatures were due to the failure of Parents to return signed copies. We will start noting when we mail service plans to parents as part of documentation.

3. Reference Checks: We have implemented the use of phone reference checks in addition to the mailed ones, to facilitate the timeliness of the task.

4. Criminal Record Check: A mistake was made where a spouse's social security number and date of birth were inadvertently placed on the original background check document, which caused the problem. Staff have been directed to double check this in the future.

Dennis I. Smith; Executive Director Tipton Home

Date