


Health Regulation Administration

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: CPA-026	(X2) MULTIPLE CONSTRUCTION A. BUILDING _____ B. WING _____	(X3) DATE SURVEY COMPLETED 04/27/2010
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NAME OF PROVIDER OR SUPPLIER ADOPTION CENTER OF WASHINGTON INC	STREET ADDRESS, CITY, STATE, ZIP CODE 1726 M STREET NW SUITE 1400-600  WASHINGTON, DC 20036
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(X4) ID PREFIX TAG	SUMMARY STATEMENT OF DEFICIENCIES (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LSC IDENTIFYING INFORMATION)	ID PREFIX TAG	PROVIDER'S PLAN OF CORRECTION (EACH CORRECTIVE ACTION SHOULD BE CROSS-REFERENCED TO THE APPROPRIATE DEFICIENCY)	(X5) COMPLETE DATE
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S 000 Initial Comments
An annual inspection was conducted on April 27, 2010. The survey findings were based on record review and staff interviews. The sample sizes were three (3) personnel records based on a census of three (3), four (4) post adoption records based on a census of four (4), and six (6) international adoption records based on a census of six (6).

S 000

Received 4/27/10
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH
HEALTH REGULATION ADMINISTRATION
825 NORTH CAPITOL ST., N.E., 2ND FLOOR
WASHINGTON, D.C. 20002

The agency was found to be in substantial compliance with Title 29 Chapter 16, Standards of Placement, Care, and Services for Child Placing however deficiencies were cited.

S 099 1611.1(g) Personnel Records
(g) Name of employee's immediate supervisor;
This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to ensure that the name of each employee's immediate supervisor was documented in their personnel files for one (1) of three (3) records reviewed. (Employee #1)

S 099

The name of employees immediate supervisor is a new form added to each record.

5/24/10

The finding includes:
Review of personnel records on April 27, 2010, at approximately 1:00 p.m. revealed that employee #1, did not have available for review, the name of her immediate supervisor documented in her personnel file. Interview with the Executive Director on April 27, 2010, at 3:00 p.m., confirmed the findings.

S 100 1611.1(h) Personnel Records
(h) Documentation of participation in in-service training;

S 100

Quality assurance measure will be the new form and providing complete files to inspector

5/24/10

Health Regulation Administration LABORATORY DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE	TITLE	(X6) DATE
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S 100	<p>Continued From page 1</p> <p>This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to ensure that three (3) of three (3) employees had proof that they had participated in in-service training. (Employees #1, #2, and #3)</p> <p>The finding includes:</p> <p>Review of personnel records on April 27, 2010, at approximately 3:00 p.m. revealed the agency failed to ensure that Employee #1, #2 and #3 had proof that they had participated in in-service training.</p> <p>Interview with the Executive Director on April 27, 2010, at approximately 3:15 p.m., confirmed the findings.</p>	S 100	<p>The in-service records were in another office. Inservice is documented for both employees.</p>	5/24/10
S 101	<p>1611.1(i) Personnel Records</p> <p>(i) Signed statement by employee that written personnel policies were reviewed;</p> <p>This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to ensure that two (2) of three (3) employees had a signed statement by the employee that written personnel policies were reviewed. (Employees #1, and #3)</p> <p>The finding includes:</p> <p>Review of personnel records on April 27, 2010, at approximately 3:00 p.m. revealed the agency failed to ensure that Employee #1 and #3 had proof that they had participated in in-service training.</p> <p>Interview with the Executive Director on April 27,</p>	S 101	<p>Signed statement is added to each file stating they are reviewed.</p> <p>We will insure that the complete in service training is included in each file.</p>	6/24/10 5/24/10

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S 101	Continued From page 2 2010 at approximately 3:30 p.m., confirmed the findings.	S 101	<p><i>Thank you for your complete and professional review. your insights were helpful.</i></p> <p><i>Judith Brown</i></p>	<p><i>UB</i> <i>5-24-10</i></p>
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