

Health Regulation Administration

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION		(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: CPA-0076	(X2) MULTIPLE CONSTRUCTION A. BUILDING _____ B. WING _____	(X3) DATE SURVEY COMPLETED 06/24/2010
NAME OF PROVIDER OR SUPPLIER ADOPTIONS TOGETHER		STREET ADDRESS, CITY, STATE, ZIP CODE 900 VARNUM STREET NE WASHINGTON, DC 20017		
(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
S 000	Initial Comments An annual inspection was conducted on June 23, 2010, through June 24, 2010. The survey findings were based on record review and staff interviews. The sample sizes were fifteen (15) personnel records based on a census of fifteen (15), five (5) home study records based on a census of five (5) and five (5) post placement records based on a census five (5). 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 000	<i>Received by email 8/27/10 DOH #RLA-1040</i> Corrective Action Taken: All employee and contractor evaluations have been completed and placed in the employee/contractor's personnel file.	6/30/10
S 096	1611.1(d) Personnel Records (d) Annual performance evaluations signed by both the employee and supervisor; This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to obtain an annual performance evaluation for three (3) of fifteen (15) employees. (Employees #1, #3, and #4) The finding includes: Review of personnel records on June 23 2010, at approximately 3:00 p.m., revealed that employees #1, #3, and #4 did not have available for review, annual performance evaluations. Interview conducted with the Associate Director on June 24, 2010, at approximately 3:45 p.m. confirmed the findings.	S 096	Systemic changes: All employee and contractor evaluations are conducted during the month of November of each year. The HR Coordinator has been assigned responsibility for ensuring that all evaluations are completed, signed and placed in the employee's file. She will prepare a report Associate Director by December 15 th , with the date the evaluation was completed and filed for each employee. The Assessments Coordinator is responsible for ensuring that all contractor evaluations are completed, signed and placed in the employee's file. She will prepare a report Associate Director by December 15 th , with the date the evaluation was completed and filed for each contractor. Preventative Actions: Associate Director will review annual evaluation reports from HR Coordinator and Assessments Coordinator to ensure that all evaluations are completed in a timely manner.	
S 099	1611.1(g) Personnel Records (g) Name of employee's immediate supervisor;	S 099		

Health Regulation Administration

TITLE

(X6) DATE

LABORATORY DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE

STATE FORM

6899

UP4D11

If continuation sheet 1 of 2

*Dawn Ingram 7/6/10
Associate Director
Adoptions Together*

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S 099	Continued From page 1 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 fifteen (15) records reviewed. (Employee #1) The finding includes: Review of personnel records on June 23, 2010, at approximately 3:30 p.m. revealed that employees #1, did not have available for review, the name of her immediate supervisor documented in her personnel file. Interview with the Associate Director on June 24, 2010 at 3:50 p.m., confirmed the findings.	S 099	Corrective Action Taken: All job descriptions were reviewed to ensure that the title of the employee's supervisor was included in the written description. Systemic Changes: All new written job descriptions will include the title of the employee's direct supervisor. Preventative Actions: All new or modified job descriptions must be approved by a Program Director who will ensure that the title of the employee's direct supervisor is included in the job description.	6/30/10

Shirley [Signature] 7/6/10
Adoptions Together