STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/UPLLIER/CLIA IDENTIFICATION NUMBER:	(X2) MULTIPLE CONSTRUCTION	(X3) DATE SURVEY COMPLETED
	CPA-000033	A. BUILDING_____ B. WING_____	6/23/2011

NAME OF PROVIDER OR SUPPLIER	STREET ADDRESS, CITY, STATE, ZIP CODE
LATIN AMERICAN YOUTH CENTER	1419 COLUMBIA ROAD, NW WASHINGTON, DC 20009

(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 DECIFIENCY)	(X5) COMPLETE DATE
S 000	Initial Comments Annual inspection was conducted from June 22, 2011 through June 23, 2011. The survey findings were based on record review and staff review. The sample sizes were six (6) personnel records based on a census of six (6), seven (7) foster parent records based on a census of seven (7), and eight (8) foster child records based on a census of eight (8).	S 000		
S 095	1611 .1(c) Personnel Records (c) At least three (3) letters of reference; This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to obtain a letter of reference for two (2) of the six (6) personnel records reviewed. (Employee #1 and #2) An interview with the Social Services Director on June 23, 2011 at approximately 3:00pm confirmed the findings.	S095	**1611 .1(c) Personnel Records** Letters of reference for employees #1 &2 will obtained. The LAYC will implement a hiring policy which will require new employee to submit the following documentation prior to first day of employment: **A. Three (3) letters of reference** B. Employment Application or resumes C. CPS, FBI, Local Police and Medical Clearance D. Copy of Resume, Diploma and Professional License as applicable E. Statement that written personnel policies were reviewed **Program Manager and Social Service Division Director will conduct semiannual internal reviews to ensure compliance with this policy.**	**July 27th, 2011** **July 30th, 2011** **September 30th, 2011 & March 31st, 2012.**
S 105	1611.1 (m) Personnel Records (m) Job position description This CONDITION is not met as evidenced by: Base on record review and interview, the agency failed to obtain a job position description for one (1) of six (6) employees. Employee #4) Finding include: Review of personnel records on June 23, 2011, at approximately 11:00a.m, revealed that employee's job position description available for review. An interview with the Social Services Director on June 23, 2011 at approximately 3:00pm confirmed the findings.	S 105	**1611.1 (m) Personnel Records** Job description has been filed in employee #4 personnel file. The LAYC will implement personnel policy which will require the following documents be in the employees files at all times: A. Employment Application or resumes B. Educational credentials C. Three (3) letters of reference D. Annual performance evaluation; signed by employee and supervisor E. Record of any personnel action F. Documentation of professional licensure G. Employee's immediate supervisor H. Documentation of participation in in-service trainings I. CPS, FBI, Local Police and Medical Clearance J. Statement that written personnel policies were reviewed K. Position job description L. Reason for termination where applicable **Program Manager and Social Service Division Director will conduct semiannual internal reviews to ensure compliance with this policy.**	**Immediately** **July 30th, 2011** **September 30th, 2011 & March 31st, 2012.**

LABORATORY DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE: Title: Social Services Division Director Date: 7/15/11