

Health Regulation & Licensing Administration

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: CPA-0088	(X2) MULTIPLE CONSTRUCTION A. BUILDING: _____ B. WING: _____	(X3) DATE SURVEY COMPLETED 06/24/2015
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NAME OF PROVIDER OR SUPPLIER BETHANY CHRISTIAN SERVICES OF DC	STREET ADDRESS, CITY, STATE, ZIP CODE 1234 MASSACHUSETTS AVENUE WASHINGTON, DC 20005
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S 000	Initial Comments	S 000		
	<p>An annual licensure survey was conducted on June 23, 2015. All personnel records (7) and foster family records (3) were reviewed.</p> <p>The survey findings were based on interviews and the review of all records.</p>			
S 103	1611.1(k) Personnel Records	S 103	<p>Cross-Reference to Deficiency S103 & S109 Employee #2 has submitted her health clearance and mental health(see attached). Bethany allows new employees up to 30 days to have a physical and health assessments completed due to timing of hiring and ability to schedule appointments, if they are not working directly with children. Employee #2 was not hired in a capacity to work directly with children and was afforded that time frame. However, this was sighted in the Employee's personal file as deficient to hiring protocol.</p>	7/7/15
	<p>(k) Physical examination reports required in section 1612.2;</p> <p>This CONDITION is not met as evidenced by: Based on record review and interview, the Child Placing Agency failed to ensure each employees personnel record documented the physical and mental status, for one of seven employees. (Employee #2)</p> <p>The finding includes:</p> <p>On June 23, 2015, at 9:22 a.m., an interview with Employee #1 was held to determine the agency's policy in regards to annual physical exams. Employee #1 stated that all employees are required to submit an annual physical at the time of hire and annually thereafter to document the employee's physical and mental status. At 10:02 a.m., a review of Employee #2's personnel record revealed no evidence of an annual physical examination.</p> <p>Further interview with Employee #1 on June 23, 2015, at 10:40 a.m., revealed that Employee #2 was hired on May 26, 2015. Employee #1 indicated that the documentation of Employee #2's physical and mental status should be documented in her personnel file.</p>			

*Received
9/18/15*

Health Regulation & Licensing Administration LABORATORY DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE	TITLE	(X6) DATE
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S 103	Continued From page 1 On June 23, 2015, at 10:46 a.m., the employee (Employee #2), who was responsible for all of the personnel records, reviewed the file and confirmed that her health clearance/health status was not included in her personnel file. At the time of the survey, there was no documented evidence that Employee #2's physical examination report reflected her mental and physical condition at the time of hire.	S 103	In the future to be in accordance with DC Law we will require all DC staff to have physical and mental health assessments completed by their appropriate start date. Employee #1 has ensured that this policy is now a part of the hiring process of the DC office as well as a part of the Office Manager's responsibility to maintain the personal records upon the start of a new	
S 109	1612.2 Staff Functions And Qualifications Each child-placing agency shall require a written report on the applicant's mental and physical conditions including addictions which could adversely affect the applicant's capacity to work with children. This CONDITION is not met as evidenced by: Based on record review and interview, the Child Placing Agency failed to ensure each employees personnel record documented the physical and mental status, for one of seven employees. (Employee #2) The finding includes: [Cross Refer to S103] There was no evidence that the agency obtained a report of Employee #2's mental and physical condition.	S 109	employee. Please see attached documentation as evidence to completion of corrective actions.	
S 134	1613.10 Job Functions And Staff Qualifications A child-placing agency shall employ a person to supervise program staff and casework activities. The supervisor shall have a master's degree in	S 134		

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S 134 Continued From page 2

social work from a college or university accredited by the Council on Social Work Education, plus two (2) years of experience in providing casework services to families and children and shall be licensed as a social worker in the District of Columbia.

This **CONDITION** is not met as evidenced by: Based on record review and interview, the Child Placing Agency(CPA) failed to ensure that the one (1) of the seven (7) employees designated as a supervisor was a licensed social worker in the District of Columbia. (Employee #1)

The finding includes:

On June 23, 2015, at approximately 9:40 a.m., review of the agency's organization chart revealed Employee #1 was designated as the CPA supervisor. At 10:20 a.m., review of Employee #1's personnel file failed to disclose a license to practice social work in the District of Columbia.

On June 23, 2015, at approximately 10:33 a.m., interview with Employee #1 revealed that she was responsible for supervising all of the agency's licensed social workers and administrative staff. Employee #1 confirmed that she was not a licensed social worker in the District of Columbia.

On June 24, 2015, at 10:21 a.m., the surveyor contacted the licensing specialist for social workers at the Department of Health to verify the licensing status of Employee #1. DOH licensing specialist confirmed that Employee #1 was not license to practice social work in the District of Columbia.

At the time of the survey, the agency failed to

S 134

Cross-Reference to Appropriate Deficiency S134
As of April 21st, 2015, [REDACTED] was hired in the role of Adoption Supervisor, in which this position serves as the supervisor of the direct line staff (social workers) that work in the DC branch office. She has met all requirements as a social worker and came to our agency already licensed in Washington, DC. (see attached documentation and organizational chart.)
Employee #1 serves as the Executive Director of both Maryland and Washington DC. This position manages and administers the agency in accordance to the licensing requirements and policies of the governing body. The Executive Director prepares the annual budget in conjunction with the board and keeps the board informed of the financial needs of the agency. According 1613.3 The executive director shall have a doctoral degree or a master's degree plus three (3) years of experience in a social services agency or program, including one (1) year in administration. However, according to 1613.5 if the Executive Director's degree is not in social work from a college or university accredited by the council on Social work education then a Director/Supervisor shall be responsible for all caseload services. Although this is not the case with Employee #1 (who holds accredited Social Worker degree) Bethany Internal employed a Supervisor to oversee the caseload of DC and other duties due to need. Bethany should have ensured that a new organization chart and all accompanying documentation were submitted at the time of hire and decision of the new responsibilities. This supervisor's personal record was provided during the Annual survey that was conducted on June 23rd, 2015 and it was stated in this report that there were no deficiencies in that personal record. A new organization chart was also provided during the Annual survey that was conducted on June 23rd, 2015 (which is attached) that documented the shift in oversight of caseload. The surveyor was given these documents and it was disclosed that this was a change that occurred during the conversation surrounding Employee #1's licensure status.
Employee #1 stated in the meeting with Employee #2 and the surveyor that this was put in place in April to speak to the licensure need for compliance. These documents were given to update Bethany records as well to the surveyor on June 23rd, 2015. However, we have provided another copy attached.

4/21/15

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S 134	Continued From page 3 ensure that the CPA's supervisor was a licensed social worker in the District of Columbia.	S 134	Employee #1 has a plan in place to obtain DC licensure no later than the end of the year. This will ensure that all staff working in or over the DC office is licensed.	12/2015
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