

## Health Regulation &amp; Licensing Administration

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION		(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:  CPA-0073	(X2) MULTIPLE CONSTRUCTION A. BUILDING _____ B. WING _____		(X3) DATE SURVEY COMPLETED  01/15/2013
NAME OF PROVIDER OR SUPPLIER  HOLY CROSS CHILD PLACEMENT AGENCY INC			STREET ADDRESS, CITY, STATE, ZIP CODE 4900 CONNECTICUT AVENUE NW WASHINGTON, DC 20008		
(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 licensure survey was conducted on January 15, 2013. The survey findings were based on record review and staff interviews, as well as the review of administrative records. The sample size was one (1) personnel record based on a census of one (1) and four (4) home study records based on a census of four (4).	S 000	Please see Attached Plan of Correction	1/31/13	
S 015	1603.4 Responsibility Of The Board Of Directors  The Board shall approve the annual budget of anticipated income and expenditures necessary to provide the services of the child-placing agency. The Board shall approve the annual financial audit report.  This CONDITION is not met as evidenced by: Based on interview and record review, the child placing agency (CPA) failed to show evidence that its Board of Directors (BOD) approved an annual budget, for one of the one years reviewed.  The finding includes:  When interviewed at the agency's offices on January 15, 2013, at approximately 10:45 a.m., the executive director stated that operating budgets were developed annually and they corresponded with calendar years. She indicated that the BOD had reviewed and approved the 2013 budget in "November or December 2012." Further interview revealed that records of the BOD business, including budget reviews, were not available on site for review. She agreed to forward the minutes taken for BOD meetings held in 2012.  On January 16, 2012, review of documents that	S 015	The Board of Directors approved the Budget on January 19, 2013. Our plan is to make certain the Budget or an exact copy of it is available at the office.  Received 1/31/13 Department of Health Health Regulation & Licensing Administration Intermediate Care Facilities Division 899 North Capitol St., N.E. Washington, D.C. 20002		

Health Regulation &amp; Licensing Administration

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

STATE FORM

TITLE

(X6) DATE

00G511

If continuation sheet 1 of 3

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S 015	Continued From page 1  were submitted to the Health Regulation and Licensing Administration via facsimile on the previous evening failed to show evidence that the BOD had reviewed and approved a 2013 operating budget, to include the anticipated income and expenditures necessary to provide services in the coming year.	S 015			
S 301	1625.1(g) Adoption Records  (g) Verification of each marriage and divorce of the applicants;  This CONDITION is not met as evidenced by: Based on interview and record review, the child placing agency (CPA) failed to show evidence that it verified the marriage and divorce of applicants, for one of the four records of adoptive parents reviewed. (Parents #1)  The finding includes:  On January 15, 2013, beginning at 11:54 a.m., review of the home study records and other documentation maintained for Parents #1 revealed no evidence that the parents had provided written documentation of their marital status. The executive director, who was present at the time, stated that the adoptive parents were married. After examining the record, she confirmed there was no marriage certificate available for review at the time. She further indicated that the agency routinely requests a copy of marriage certificates and she thought the couple had submitted one.  On January 16, 2012, review of documents that were submitted to the Health Regulation and Licensing Administration (HRLA) via facsimile on	S 301	Please see attached plan of Correction  The misfiled document of marriage was located and faxed to surveyor within 2-3 days of his visit. We will ensure that this will not happen again as records will be checked by Secretary or Director in an effort to make certain no document has been lost or misfiled		1/31/13

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S 301	Continued From page 2  the previous evening revealed that the executive director spoke with Parents #1 on January 15, 2013. According to a hand written note, the adoptive mother "will go to her safety deposit box and retrieve her marriage license tomorrow." As of January 23, 2013, however, no additional information was received by HRLA.	S 301			