

Received 5/2/13

Department of Health
Health Regulation & Licensing Administration
Intermediate Care Facilities Division
899 North Capitol St., N.E.
Washington, D.C. 20002

PRINTED: 04/17/2013
FORM APPROVED

Health Regulation & Licensing Administration

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION		(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: CPA-036	(X2) MULTIPLE CONSTRUCTION A. BUILDING: _____ B. WING: _____		(X3) DATE SURVEY COMPLETED 04/04/2013
NAME OF PROVIDER OR SUPPLIER SASHA BRUCE YOUTHWORK INC			STREET ADDRESS, CITY, STATE, ZIP CODE 741 8TH STREET SE WASHINGTON, DC 20003		
(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 On April 3 and 4, 2013 a monitoring survey was completed. The focus of this survey was to verify compliance with regulations cited in their previous Plan of Correction, received March 21, 2012. In addition, fundamental health and safety regulations, including medical evaluations, criminal background checks, cardiopulmonary resuscitation (CPR) certification, as well as the annual audit of finances were included in the survey. The survey findings were based on staff interviews and the review of administrative and personnel records. The sample size was 25 employees and 4 contracted licensed professionals (29 personnel records reviewed) based on a census of 49 employees and 4 contracted professionals.	S 000	1611.1(d) To ensure that all current employees of Sasha Bruce Youthwork (SBY) have up to date Annual Performance Evaluations. Human Resources will audit new files by 5/31/13. HR will work with administration and Site managers of SBY to thoroughly complete outstanding evaluations by 6/30/13. Findings will ensure that changes to salary and retro salary increases are completed in a timely manner.		
\$ 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 ensure that employees had annual performance evaluations signed by both the employee and the supervisor, for 4 of 25 employee files reviewed. (Staff #1, #7, #9 and #10) The finding includes: On April 3, 2013, beginning at 12:09 p.m., and continued April 4, 2013, at 9:40 a.m., review of the personnel records revealed no evidence that Staff #1, #7, #9 and #10 had annual performance evaluations signed by both the employees and	\$ 096	Going forward, HR will provide a monthly report to site managers of employees that have upcoming expiring clearances within 60 days & 30 DAYS. Expired clearances not resolved within 30 days will result in suspension w/ out pay. HR will assist w/ training & utilizing tools (i.e. calendar, electronic / paper etc...) to manage this.		

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TITLE

(X6) DATE

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

STATE FORM

6802

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If continuation sheet 1 of 4

Health Regulation & Licensing Administration		(X2) MULTIPLE CONSTRUCTION		(X3) DATE SURVEY COMPLETED
STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: CPA-036	A. BUILDING: _____ B. WING: _____		04/04/2013
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S 096	Continued From page 1 the supervisor. Interview with the managing director of residential programs (MDRP) on April 4, 2013, at approximately 10:05 a.m., revealed that he had seen a recent annual performance evaluation for Staff #1. He further indicated that a supervisor for the other 3 employees had been terminated in December 2012. The former supervisor reportedly had prepared updated evaluations for his staff. This is a repeat deficiency. See Licensure Deficiency Report dated February 3, 2012.	S 096	(1611.10) cont. He will test the quality of the new measures by conducting a random quarterly audit during the month of October 2013. Any deficiencies found will be addressed, corrected, a documented SBY will address the following findings concerning staff # 1, 7, 9, & 10 by ensuring the completion of each evaluation signed by both Employee and supervisor by 5/15. Finance will ensure that changes to salary and retro salary increases are completed expeditiously.	
S 102	1611.1(j) Personnel Records (j) Criminal record (other than minor traffic violations); This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to ensure that each personnel record included a complete report that documented the findings of a criminal record check, for 1 of the 25 employee files reviewed. (Staff #3) The finding includes: Staff #3's personnel record was reviewed on April 3, 2013, beginning at 3:30 p.m. In the file was documentation showing that on May 25, 2012, the District of Columbia Metropolitan Police Department notified the agency in writing that a federal fingerprint search had found an arrest record from Rockville, MD. Continued review of Staff #3's file showed no further information regarding the arrest record. A personnel action form indicated that Staff #3 began employment with the agency on August 20, 2012.	S 102	1611.1(j) To ensure that all personnel records of Sasha Bruce Youtwork Inc include a criminal record check, the will audit all employee files for the information by 5/15/13. Employees with missing documentation will be advised by their site managers with instructions in corrective action. He will personnel with missing criminal record checks that they are suspended immediately without pay until clearance is received.	

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NAME OF PROVIDER OR SUPPLIER

SASHA BRUCE YOUTHWORK INC

STREET ADDRESS, CITY, STATE, ZIP CODE

741 8TH STREET SE
WASHINGTON, DC 20003

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S 102	Continued From page 2 On April 4, 2013, at approximately 9:50 a.m., the managing director of residential programs (MDRP) reviewed Staff #3's personnel record and confirmed the aforementioned findings. A few minutes later, he asked the office manager (OM) about the background check. The OM stated that she recalled having seen additional information but acknowledged that the findings were not documented in Staff #3's record. The MDRP and OM then stated that Staff #3 would not have been approved for employment without further clearance.	S 102	1611.1(g) He will test the quality of the new measures by conducting a quarterly audit during the month of October 2013. Any deficiencies will be addressed with the aforementioned protocol with corrective action & documentation.	
S 105	1611.1(m) Personnel Records (m) Job position description. This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to ensure that each employee's job description was included in their personnel records, for 6 of 25 employee files reviewed. (Staff #2, #3, #4, #5, #6 and #8) The finding includes: On April 3, 2013, beginning at 12:09 p.m., and continued April 4, 2013, at 9:40 a.m., review of the personnel records revealed no evidence that Staff #2, #4, #5, #6 and #8 had each been given a job description. Interview with the managing director of residential programs (MDRP) on April 4, 2013, at approximately 10:00 a.m., revealed that it was standard practice to place a job description in each personnel record. The MDRP stated that he would ensure that the aforementioned employees would receive their job description, with a copy	S 105	Regarding Staff #3, Sasha Bruce Youthwork further investigated the findings concerning the report that the criminal background record was not fully in compliance upon closer review, our findings verified showed the disposition for the criminal background check for Staff #3, which was accepted by Sasha Bruce Youthwork. The FBI search detailing the arrest/charge was substantiated by the disposition which was provided by N. PROSEQUI PER ATTEMPTING	

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S 105	Continued From page 3 placed in each personnel record. This is a repeat deficiency. See Licensure Deficiency Report dated February 3, 2012. 1611.1(m) cont. during the month of October 2013. Any deficiencies found will be addressed, corrected, and documented. Sasha Bruce Youthwork will address the following findings concerning steps # 2, 3, 4, 5, 6, 7, 8 By ensuring that a job description is added to their files on or before May 15, 2013. Sasha Bruce Youthwork will need the names of these individuals mentioned in this report to ensure corrective action indeed takes place.	S 105	1611.1(j) to drive while impaired by alcohol, & guilty for negligent driving. 1611.1(k) To ensure that all personnel records of Sasha Bruce Youthwork include a job description, HR will audit all current employee files for this information by 5/3/13. Incomplete files will include a job description by 6/15/13. In addition, these employees will be provided a copy of their current job description. HR will provide all new hires a copy of their job description as part of their new hire packet & add this as a requirement to the employee file checklist. HR will test this new measure by conducting a quarterly audit.		

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