

Health Regulation 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  01/27/2010
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NAME OF PROVIDER OR SUPPLIER  SASHA BRUCE YOUTHWORX INC	STREET ADDRESS, CITY, STATE, ZIP CODE 741 8TH STREET SE WASHINGTON, DC 20003
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(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	<p>Initial Comments</p> <p>An annual inspection was conducted on January 26, 2010 through January 27, 2010. The survey findings were based on record review and staff interview. The sample size was twenty five (25) employee records based on a census of twenty five (25).</p> <p>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.</p>	S 000		
S 093	<p>1611.1(a) Personnel Records</p> <p>(a) The application for employment or resume;</p> <p>This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to ensure that applications of employment were available for review for eight (8) of twenty-five (25) employees. (Employee #6, #9, #10, #11, #13, #15, #19 and #22)</p> <p>The finding includes:</p> <p>Review of personnel records on January 26, 2010, at approximately 11:00 a.m., revealed that employee #6, #9, #10, #11, #13, #15, #19, and #22 did not have applications for employment.</p> <p>Interview with the Human Resources Manager on January 26, 2010, at approximately 3:45 p.m. confirmed the findings.</p>	S 093	<p><i>SBY has requested that all outstanding SBY employees submit a copy of their resume or complete a SBY application. As a continuing effort all new hires must complete an application or submit a resume as part of the application process.</i></p>	7/11/10
S 094	1611.1(b) Personnel Recrdrs	S 094		

Health Regulation Administration

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

TITLE

(X6) DATE

STATE FORM

6699

Y0ZC11

If continuation sheet 1 of 4

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NAME OF PROVIDER OR SUPPLIER  <b>SASHA BRUCE YOUTHWORX INC</b>	STREET ADDRESS, CITY, STATE, ZIP CODE <b>741 8TH STREET SE WASHINGTON, DC 20003</b>
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S 095	Continued From page 2 3:45 p.m. confirmed the findings.	S 095		7/1/00
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 performance evaluations for thirteen (13) of twenty-five (25) employees. (Staff #1, #2, #3, #4, #6, #10, #14, #15, #16, #18, #19, #23 and #24)  The finding includes:  Review of personnel records on January 27, 2010, at approximately 12:30 p.m. revealed that employees #1, #2, #3, #4, #6, #10, #14, #15, #16, #18, #19, #23, and #24 did not have for review, their annual performance evaluations.  Interview conducted with the Human Resources Manager on January 27, 2010, at approximately 3:50 p.m. confirmed the findings.	S 096	SBI is currently creating a spreadsheet with all annual performance due dates to circulate to the managing directors. Human Resources will assure that annual performance reviews are signed by both employee and the supervisor.	7/1/00
S 100	1611.1(h) Personnel Records  (h) Documentation of participation in in-service training;  This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to ensure that documentation indicating employee participation in in-service training was maintained, for six (6) of twenty-five (25) records reviewed. (Employee's #13, #14, #15, #23, #24, and #25)	S 100	SBI is currently updating all documentation to reflect the completion of in-service training in the personnel files.	7/1/00

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NAME OF PROVIDER OR SUPPLIER  <b>SASHA BRUCE YOUTHWORX INC</b>		STREET ADDRESS, CITY, STATE, ZIP CODE <b>741 8TH STREET SE WASHINGTON, DC 20003</b>		
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S 100	Continued From page 3  The finding includes:  Review of personnel records on January 27, 2010, at approximately 1:30 p.m. revealed that Employee's #13, #14, #15, #23, #24 and #25 failed to have available for review, documentation of participation in in-service training.  Interview with the Human Resources Manager on January 27, 2010 at approximately 3:50 p.m. confirmed the findings.	S 100		
S 103	1611.1(k) Personnel Records  (k) Physical examination reports required in section 1612.2;  This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to ensure that seven (7) of twenty-five (25) employees had available for review, a current physical examination report as required in section 1612.2. (Employee #2, #6, #9, #13, #15, #22, and #24)  The finding includes:  Review of personnel records on January 27, 2010, at approximately 3:10 p.m. revealed that employees #2, #6, #9, #13, #15, #22 and #24 failed to have a current physical examination.  Interview with the Human Resources Manager on January 27, 2010, at approximately 3:50 p.m. confirmed the findings.	S 103	<i>The human resources department is notifying staff who do not have updated physical examination on file. SBA is requesting employees to have up to date physical examination by 4/30/10. A 6-month file review will be conducted on a regular basis.</i>	<i>7/1/10</i>

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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 094 Continued From page 1  
(b) Applicant's educational credentials;  
  
This CONDITION is not met as evidenced by:  
Based on record review and interview, the agency failed to ensure the personnel records of five (5) of twenty-five (25) employees had a copy of their education credentials. (Employee #9, #14, #15, #22 and #24)  
  
The finding includes:  
  
Review of personnel records on January 26, 2010, at approximately 1:00 p.m. revealed that employee #9, #14, #15, #22 and #24 did not have available for review, their education credentials.  
  
Interview with the Human Resources Manager on January 26, 2010, at approximately 3:45 p.m. confirmed the findings.

S 094

SBY is requesting all outstanding educational credentials from employees. Human Resources will assure that all educational credentials are in the files by conducting a file audit semi-annually and continue to request before hire. 7/1/10

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 letters of reference for eight (8) of the twenty-five (25) personnel. (Employee #1, #2, #3, #6, #7, #9 #10 and #22)  
  
The finding includes:  
  
Review of personnel records on January 26, 2010, at approximately 3:15 p.m. revealed that employees #1, #2, #3, #6, #7, #9, #10, and #22 did not have three letters of reference in their files. Interview with the Human Resources Manager on January 26, 2010, at approximately

S 095

Going forward SBY will insure that all potential new hires will have 3 completed letters of references. Those employees who are currently hired will have a statement located in the personnel files. 7/1/10