PRINTED: 04/10/2015 FORM APPROVED OMB NO. 0938-0391

	OF DEFICIENCIES CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	(X2) MULTIPLE CONSTRUCTION A. BUILDING			(X3) DATE SURVEY COMPLETED	
		095020	B. WING			03/	18/2015
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	ROVIDER OR SUPPLIER	G HOME		18	TREET ADDRESS, CITY, STATE, ZIP CODE B18 NEWTON ST. NW /ASHINGTON, DC 20010		
(X4) ID PREFIX TAG	(EACH DEFICIENCY MUS	ATEMENT OF DEFICIENCIES I' BE PRECEDED BY FULL REGULATORY ENTIFYING INFORMATION)	ID PREFI TAG		PROVIDER'S PLAN OF CORRECTION (EACH CORRECTIVE ACTION SHOULD CROSS-REFERENCED TO THE APPROPR DEFICIENCY)	BE	(X5) COMPLETION DATE
F 000	conducted on Marci 2015. The following observation, record 31 sampled resider Abbreviations  AMS - Altered MARD - assessment BID - Twice-a-B/P - Blood Promerous CMS - Centimeter CMS - Centimeter CMS - Centers for Services  CNA- Certified ICRF - Communder CMR- District of D/C Discontinue DI - deciliter DMH - Department EKG - 12 lead Found EKG - 12 lead Found	rality Indicator Survey (QIS) was in 11, 2015 through March 18, deficiencies are based on review and staff interviews for its.  ental Status ent reference date day essure is or Medicare and Medicaid  Nurse Aide hity Residential Facility if Columbia Columbia Municipal Regulations  ent of Mental Health Electrocardiogram by Medical Services (911) tomy tube rentilation/Air conditioning ital disability olinary team  (unit of mass) on Administration Record		000	Please begin typing your responses here:		(X6) DATE
The same of the sa	Maderly De	( \ _d	-		APMINISTRATOR	4.0	423/15-

Any deficiency statement ending with an asterisk (\*) denotes a deficiency which the institution may be excused from correcting providing it is determined that other safeguards provide sufficient protection to the patients. (See instructions.) Except for nursing homes, the findings stated above are disclosable 90 days following the date of survey whether or not a plan of correction is provided. For nursing homes, the above findings and plans of correction are disclosable 14 days following the date these documents are made available to the facility. If deficiencies are cited, an approved plan of correction is requisite to continued program participation.

		(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	l ' '	LE CONSTRUCTION	(X3) DATE SURVEY COMPLETED	
		095020	B. WING		03/	18/2015
	ROVIDER OR SUPPLIER	3 HOME		STREET ADDRESS, CITY, STATE, ZIP CODE 1818 NEWTON ST. NW WASHINGTON, DC 20010	<del>della de</del>	
(X4) ID PREFIX TAG	(EACH DEFICIENCY MUST	ATEMENT OF DEFICIENCIES F BE PRECEDED BY FULL REGULATORY ENTIFYING INFORMATION)	ID PREFIX TAG	PROVIDER'S PLAN OF CORRECTION (EACH CORRECTIVE ACTION SHOUL CROSS-REFERENCED TO THE APPROF DEFICIENCY)	D BE	(X5) COMPLETION DATE
F 000	Neuro - Neurolog NP - Nurse Pr PASRR - Preadmis Review Peg tube - Percutan PO- by mouth POS - physician Prn - As need Pt - Patient Q- Every QIS - Quality In Rp, R/P- Responsit Sol- Solution	ical actitioner sion screen and Resident leous Endoscopic Gastrostomy out 's order sheet led dicator Survey	F 00			
F 272 SS=D	The facility must cor comprehensive, acc reproducible assess functional capacity.  A facility must make of a resident's need assessment instrum. The assessment muldentification and de Customary routine; Cognitive patterns; Communication; Vision; Mood and behavior Psychosocial well-b Physical functioning Continence;	e a comprehensive assessment s, using the resident eent (RAI) specified by the State. ast include at least the following: emographic information;	F 27	2		

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION  (X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:  (X2) MULTIPLE CONSTRUCTION A. BUILDING			(X3) DATE SURVEY COMPLETED				
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F 272	Dental and nutritional Skin conditions; Activity pursuit; Medications; Special treatments at Discharge potential; Documentation of sit the additional assessareas triggered by the Data Set (MDS); and	al status; and procedures; ummary information regarding sment performed on the care ne completion of the Minimum	F 272	2. 3.	Resident #150's MDS coding for Section G was modified to reflect "hemiparesis" on 4/14/15. There was no negative outcome to Residen #150.  All other residents' MDS were checked for coding accuracy on Section G, and corrections made if required.  MDS coordinators were provided an educational inservice on "Checking for MDS Accuracy Before Transmission" on 4/13/15.	o nt e	
	Based on record re (1) of 31 sampled re the facility staff failed Functional Status, o	views and staff interview for one esidents, it was determined that d to accurately code Section G: f the Annual and Quarterly MDS) assessments for		<b>4</b> . <b>5</b> .	The Director of Nursing will monitor accuracy of MDS transmissions monthly and report to QAPI quarterly.  Completion date: 4/22/15		
	revealed facility staf	cal record for Resident #150 f failed to accurately code al Status, of the Quarterly and					
	The Quarterly MDS of December 11, 20	with assessment reference date 14 was inaccurately					

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	ROVIDER OR SUPPLIER  RD BAPTIST NURSING	3 HOME		STREET ADDRESS, CITY, STATE, ZIP COD 1818 NEWTON ST. NW WASHINGTON, DC 20010	Æ		
(X4) ID PREFIX TAG	(EACH DEFICIENCY MUST	ATEMENT OF DEFICIENCIES F BE PRECEDED BY FULL REGULATORY ENTIFYING INFORMATION)	ID PREFII TAG		N SHOULD B		(X5) COMPLETION DATE
F 272	coded under Sectic Functional Limitation limitation that interfer placed resident at riwhich indicated no i (shoulder, elbow, with March 5, 2015 was G, Functional Status in Range of Motion interfered with daily risk of injury): was cono impairment of elbow, wrist, hand).  A review of History 2014 revealed Dencephalopathy, se post] CVA [cerebral Under musculoskels Under mental status.  A review of the Physical Control of the Physic	on G, Functional Status: G0400A in in Range of Motion (code for ered with daily functions or sk of injury): was coded as "0" impairment of "Upper extremity rist, hand).  If the assessment reference date of inaccurately coded for Section is: G0400A Functional Limitation (code for limitation that functions or placed resident at oded as "0" which indicated Upper extremity (shoulder,  and physical dated April 14, inagnosis severe izure, Pulmonary, s/p [status vascular accident], Fall risk, etal: lower extremity weakness, etal: lower extremity weakness. et confused "SIC isician's Admission progress 16, 2013 reflected the following, it [history] encephalopathy and erg. Pt [patient] cont [continue] titless movements and llowed up] with neurology on o believes movement and	F 2	272			

	OF DEFICIENCIES CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	(X2) MULTIPLI A. BUILDING			(X3) DATE: COMPL	
		095020	B. WING			03/1	18/2015
	ROVIDER OR SUPPLIER	G HOME	1	818 N	ADDRESS, CITY, STATE, ZIP CODE EWTON ST. NW IINGTON, DC 20010		
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F 272 F 280 SS=D	A review of Neurolo 17, 2015, the day R revealed "Hand Green Weakness of the rig A telephone interviee Employee #3. He/sl assessment [of Mar the resident 's history of stroke. He related to the MDS 483.20(d)(3), 483.1 PARTICIPATE PLATE The resident has the incompetent or other under the laws of the planning care and to treatment.  A comprehensive of the within 7 days after the comprehensive assinterdisciplinary teaphysician, a registed the resident, and of disciplines as deter and, to the extent put the resident, the resident, the resident, the resident representatives.	gical Flow Sheet dated March desident #150 sustained a fall, rasp coded as "2" indicative of the hand.  We was conducted with the indicated that the neurologic right 17, 2015] was consistent with the proof Hemiparesis of the right of stated that the resident had a deshe acknowledged the findings coding.	F 272	2.	Resident #150's care plan was updated and modified to reflect additional measurable, achieva and verifiable approaches to prefalls and potential injury from farthere was no injury from the farthere was no injury related to falls reviewed for care plan update a modification to include measura achievable and verifiable interventions, and care plans updated.  Educational in-service on residence plan was presented to the interdisciplinary team on 4/14/1 RCCs will monitor all care plans updated approaches and availated approaches and availated of measurable, achievable, and verifiable interventions on residential for trauma, fall, in monthly and reported to QAPI quarterly.  Completion date: 4/22/2015	ble, event alls. all of tential s were and able, pdated ent 15. s for ability dents	

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	ROVIDER OR SUPPLIER	6 HOME		STREET ADDRESS, CITY, STATE, ZIP CODE 1818 NEWTON ST. NW WASHINGTON, DC 20010		
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F 280	Continued From pag	ge 5	F 28	0		000
	This REQUIREMEN	IT is not met as evidenced by:				
	(1) of 31 sampled re facility staff failed to plan to reflect appro fall prevention for R	view and staff interview for one esidents, it was determined that update the comprehensive care priate goals and approaches for esident #150 who sustained and without injuries Resident				
	The findings include	<b>:</b> :				
	surveyor observed a and CNAs [certified the dayroom area w participated in an ac residents throwing a residents were seat person threw a ball leaped out of chair a practitioner was call injury was noted, ho	5 at approximately 3:20pm this an activity person, a staff nurse nursing assistants] gathered in vatching as residents ctivity. The activity involved a beach ball to each other. The ed in a circle. The activity staff to the Resident #150 who and fell onto the floor. The Nurse led to assess the resident. No owever, the resident was sent to y via EMS for assessment post				
	summary dated May due to decrease ale the resident posed	cupational Therapy discharge y 6, 2013 it was reflected that ertness and erratic movements a high risk for falls and would and one to one supervision.	. Company			
		nt #150 's comprehensive care terdisciplinary team identified " a- Falls, injury " as				

AND BLAN OF CORRECTION DENTIFICATION NUMBER			PLE CONSTRUCTION  G		(X3) DATE SURVEY COMPLETED	
		095020	B. WING _		0	3/18/2015
	ROVIDER OR SUPPLIER  RD BAPTIST NURSING	B HOME		STREET ADDRESS, CITY, STATE, ZIP CODE 1818 NEWTON ST. NW WASHINGTON, DC 20010		ė.
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F 280	a problem. A review manage the identified June 28, 2013 resid assisting him in bath to the back of [his/h Approach: Encourage observe, record, and and situations, assess consciousness, refewhen up, avoid comply 9, 2014 while of [his/her] room reside and sustained 2cm upper eye brow. Proneuro [neurologic] sconsciousness; Goal October 14, 2014 which bathroom resident for forehead. Problem: [neurologic] status; consciousness; Goal next 90 days, continuativity [he/she] sud [his/her] chair fell with Approach: blank; Goal The care plan lacked achievable and verifalls and potential in there was no evider plan to reduce the residual assistant and potential in the sud plan to reduce the residual assistant and potential in the sud plan to reduce the residual assistant and potential in the sud plan to reduce the residual assistant and potential in the sud plan to reduce the residual assistant and potential in the sud plan to reduce the residual assistant and potential in the reduced the residual assistant and potential in the reduced the residual assistant and problems.	ent slipped while staff was a noom and sustained laceration er] head. Problem: Actual fall; ge to ask for assistance, direport all unsafe conditions as change in level of ar to rehab; Goal: get assist aplication.  In one-to-one nursing care in ent jumped out of Geri-chair (0.1cmxo.1cm laceration on right ablem: Fall; Approach: monitor tatus; assess change in level of al: Injury will be minimized.  Thile being assisted in the ell and sustained laceration to Fall; Approach: monitor neuro assess change in level of al: falls will be minimized over the tomonitor closely.  The resident was participating in denly moved slipped out of the no injury. Problem: Fall; bal: injury will be minimized  die vidence of measureable, fiable interventions to prevent apury from falls. Additionally, ince of modifications to the care	F 2	80		

	OF DEFICIENCIES CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	(X2) MULT A. BUILDIN		ONSTRUCTION	(X3) DATE COMF	SURVEY PLETED
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F 280 F 323 SS=E	telephone interview 483.25(h) FREE OF HAZARDS/SUPER\ The facility must ensenvironment remain is possible; and eac	with Employee #3. ACCIDENT	F 2	.60	F323 - A  1. All housekeeping floor clear solution stored in 3 soiled rooms were immediately removed. There were no negative outcomes to residus a result of this practice.  2. There were no other soiled rooms in the facility.	utility	
	A. Based on observat approximately 3:0 facility staff failed to environment free of by three (3) of three soiled utility rooms were stored.  The findings include  1. Housekeeping for use in an unlocke (3) of three (3) units posed a potential had these observations Employee # 13 and acknowledged the file	door cleaning chemicals stored ed, soiled utility room in three were easily accessible and azard to residents.  were made in the presence of Employee # 14 who ndings.			<ol> <li>All housekeeping personne provided an in-service on suse and storage of housek chemicals.</li> <li>Housekeeping supervisors conduct daily inspections a soiled utility room and chepresence of cleaning suppand other safety hazards a report to QAPI quarterly.</li> <li>Completion date: 4/22/15.</li> </ol>	safe eeping will of all ck for lies	

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F 323	determined that facing adequate supervision one (1) resident who and without injuries. The findings includes "On March 17, 2015 surveyor observed a and CNAs [certified the dayroom area with participated in an acresidents throwing a residents throwing a residents were seat person threw a ball leaped out of chair a practitioner was call injury was noted, ho an acute care facility fall.  A review of Resident Data Set (MDS) with Date (ARD) date of MDS dated March 50 MDS dated March 50 MDS dated the resider (3) As Extensive As activity, staff provide (3) Two + persons processor of the provided (3) Two + persons processor of the provided (3) Two + persons processor of the provided (3) Two persons provided (3) Two position of the provided (3) Two persons provided (3) Two position of the provided (3) Two persons provided (4) Two persons provi	lity staff failed to provide on and assistance devices for a sustained multiple falls with Resident #150 or at approximately 3:20pm this an activity person, a staff nurse nursing assistants] gathered in atching as residents stivity. The activity involved a beach ball to each other. The ed in a circle. The activity staff to the Resident #150 who and fell onto the floor. The Nurse ed to assess the resident. No ever, the resident was sent to a via EMS for assessment post of the things of the following:  It #150's Quarterly Minimum of an Assessment Reference December 11, 2014 and Annual and Assessment Reference December 15, 2014 and Annual and Assessment Reference December 16, 2015 revealed the following:  In G Functional Status:  Daily Living (ADL) Assistance of the was coded:  It was coded:  It was sistance of the following:  It was resident moves between or from; bed, chair, wheelchair, wheelchair,	F 323	<ol> <li>A recliner was provided to Resident #150 upon return for the hospital on 3/25/15.</li> <li>All other residents with potential were assessed for appropriate seating/device. Twere no other residents ident to need a change in seating.</li> <li>Rehab department provided educational in-service on propositioning of residents with potential for fall/injury.</li> <li>Rehab will monitor residents appropriate seating monthly a report to QAPI quarterly.</li> <li>Completion date: 4/22/15.</li> </ol>	tial There Tified  per	

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F 323	Continued From pag	ge 9	F 3	23			
		n his/her room and adjacent or. If in wheelchair, self shair					
	coded:	ing Transitions and Walking was					
	A. Moving from	m seated to standing position;					
	between bed and ch G0400 Functional Li was coded:	imitation in Range of Motion oth sides for B. Lower extremity					
	Section G0600 "Mol chair	pility Devices" Section C Wheel					
	According to section 's diagnoses include	n I Active Diagnosis, the resident ed:					
	Non Alzheimer Dem	Disease, Diabetes Mellitus, ientia, Cerebral Vascular a, Seizure disorder, anxiety ision					
	note dated January " 74 year old with hx seizure D/O [disorde with involuntary, res behaviors. Pt f/u [fol January 3, 2012 wh behaviors will contin	rebritis. Pt started on Seroquel					

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F 323	BID [twice daily] [ps Staff report pt cont to moving. Pt high fall Facility to get new of falling onto floor, ge sided Hemiplegia  The clinical record reforementioned fall Resident #150 's fa as noted in the care June 28, 2013 "Fi bathroomlaceration to nearest ER [emeior July 9, 2014 " Jump [sustained] laceration to nearest ER for even October 14, 2014 " bathroomnoted witransferred to near A review of a writter Employee #4 status Resident #150 on Mourse assigned to [close to [him/her] with the activities. Resident #150 on Mourse assigned to [close to [him/her] with activities. Resident #150 on Mourse assigned to [close to [him/her] with activities. Resident #150 on Mourse assigned to [close to [him/her] with activities. Resident #150 on Mourse assigned to [close to [him/her] with activities. Resident #150 on Mourse assigned to [close to [him/her] with activities. Resident #150 on Mourse assigned to [close to [him/her] with activities. Resident #150 on Mourse assigned to [close to [him/her] with activities. Resident #150 on Mourse assigned to [close to [him/her] with activities. Resident #150 on Mourse assigned to [close to [him/her] with activities. Resident #150 on Mourse assigned to [close to [him/her] with activities. Resident #150 on Mourse assigned to [close to [him/her] with activities. Resident #150 on Mourse assigned to [close to [him/her] with activities. Resident #150 on Mourse assigned to [close to [him/her] with activities. Resident #150 on Mourse assigned to [close to [him/her] with activities. Resident #150 on Mourse assigned to [close to [him/her] with activities. Resident #150 on Mourse assigned to [close to [him/her] with activities. Resident #150 on Mourse assigned to [close to [him/her] with activities.	ychotropic medication] to help. o be restless and continuously risk and has had several falls. hair to help prevent pt. from neralized weakness with right "  evealed that in addition to the witnessed on March 17, 2015, Il history included the following, plan:  all sustained while in the on at the back of the headsent rgency room] for evaluation. "  bed out of Geri-chair [geriatric] on to right upper eye browsent raluation.  Fell while being assisted in th forehead laceration rest ER for evaluation "  n statement received from post the fall sustained by larch 17, 2015, read: "I was the Resident #150] and was sitting hile [he/she] was participating in ent suddenly moved out of ell before I could reach [him/her] as at the nursing station when  herapy discharge summary dated due to decrease alertness and the resident posed a high risk for	F 32:	<ol> <li>#1  1. Interior of the brewing machine two convection ovens, and 2 steamers were immediately cleaned. There were no identifinegative outcomes to residents.</li> <li>There were no other brewing machine, convection ovens, ar steamers.</li> <li>All dietary staff were provided in-service on the importance of maintaining clean equipment a shown how to clean equipment daily cleaning log and staff cleansignment was developed an staff was instructed to adhere cleaning assignment.</li> <li>Dietary supervisors will check equipment for cleanliness of equipment weekly and report to QAPI quarterly</li> <li>Completion date: 4/22/15</li> </ol>	ied s.  an f ind t. A aning d to	

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F 323	provide assistance of Resident #150 who with and without inju	supervision."  adequately supervise and/or devices to prevent accidents for sustained multiple repeated falls ary.  cknowledged during a telephone	F 32	F371  #2  1. The five fire suppression plastic covers were dusted and cleaned There were no negative outcort to residents.	ed.
F 371 SS=E	483.35(i) FOOD PR STORE/PREPARE/ The facility must - (1) Procure food from considered satisfact authorities; and		F 37	<ol> <li>All other fire suppression plastic covers were inspected for dust cleaned, if appropriate.</li> <li>All dietary personnel were provan in-service on the need to maintain a clean environment i kitchen. An equipment cleaning schedule has been developed staff was also informed of the cleaning schedule.</li> </ol>	rided n the
	Based on observati approximately 9:30 a approximately 10:40 facility failed to prep conditions as evider brewing machine, two ovens and two (2) of soiled with various of suppression plastic dust particles; 13 of thickened dairy drink	ons made on March 11, 2015 at AM and on March 17, 2015 at AM, it was determined that the are food under sanitary aced by one (1) of one (1) coffee to (2) of two (2) convection f two (2) steamers that were deposits; five (5) of eight (8) fire covers that were soiled with 13 eight-ounce containers of a and one (1) of one (1) tainer of thickened dairy drink and		<ul> <li>4. Dietary supervisor will ensure adherence to cleaning schedul and will inspect equipment and suppression covers for cleanlin weekly and report to QAPI quarterly.</li> <li>5. Completion date: 4/22/15</li> </ul>	fire

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NAME OF PROVIDER OR SUPPLIER STODDARD BAPTIST NURSING HOME				1818	ET ADDRESS, CITY, STATE, ZIP CODE NEWTON ST. NW HINGTON, DC 20010		
(X4) ID PREFIX TAG	SUMMARY STATEMENT OF DEFICIENCIES (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LSC IDENTIFYING INFORMATION)			(	PROVIDER'S PLAN OF CORRECTION (EACH CORRECTIVE ACTION SHOULD I CROSS-REFERENCED TO THE APPROPR DEFICIENCY)	BE	(X5) COMPLETION DATE
F 371	of refrigerator, freeze temperature logs and sanitization logs.  The findings include  1. The interior of on machine, two (2) of two (2) of two (2) steesidue of various ty  2. Five (5) of eight (3) covers located above stove were soiled with the stored in expired as of May 7.  4. One (1) of one (1) thickened dairy drink area was expired as  5. Refrigerator and dishwashing maching three-compartment of through January 200 review as follows:  Refrigerator temperature months of November January 2015, three Dishwashing maching machin	and inconsistent documentation ter, dishwashing machine d three-compartment sink  :  te (1) of one (1) coffee brewing two (2) convection ovens and teamers were soiled with leftover pes.  B) fire suppression plastic e the grill, the fryer and the th dust.  Ince containers of thickened the dry food storage area were 2014.  32 ounce container of a stored in the dry food storage of April 14, 2014.  If reezer temperature logs, the temperature logs and the sink logs from January 2014.  If were not all available for the plost one (1) of 12 months.  It logs were available for the plost one (1) of 12 months.  It logs were available for the plost one (1) of 12 months.	F3		thickened dairy drinks stored in dry food storage area were immediately discarded. There no residents affected by this practice.  The storeroom was inspected any expired items. Any expired items found were discarded as appropriate.  Dietary personnel were provided educational in-service on how rotate stocks using "first in, first and the importance of timely discarding of expired items.  Dietary supervisor will conduct weekly inspection of all dietary storage areas to check for expitems. Outcome of inspections be reported to QAPI quarterly.	were  for d s ed an to st out"	

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION		(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	(X2) MULTIPLE CONSTRUCTION A. BUILDING			(X3) DATE SURVEY COMPLETED		
		095020	B. WING			03/18/2015		
NAME OF PROVIDER OR SUPPLIER  STODDARD BAPTIST NURSING HOME				STREET ADDRESS, CITY, STATE, ZIP CODE  1818 NEWTON ST. NW  WASHINGTON, DC 20010				
(X4) ID PREFIX TAG	(EACH DEFICIENCY MUST	ATEMENT OF DEFICIENCIES  BE PRECEDED BY FULL REGULATORY NTIFYING INFORMATION)	PROVIDER'S PLAN OF CORRECTION PREFIX (EACH CORRECTIVE ACTION SHOULI TAG CROSS-REFERENCED TO THE APPROFI				(X5) COMPLETION DATE	
F 371	December 2014, and months.  Three-compartment available for the more November 2014, and months.  These observations	d January 2015, three (3) of 12 sink sanitization logs were nths of October 2014, d January 2015, three (3) of 12 were made in the presence of loyee #11 and/or Employee #12	F 37	<ol> <li>Refrigerator and logs, dishwashin temperature log compartment sin consistently ava There were no eresident outcompractice.</li> <li>Refrigerator and dishwashing malog, and three cologs were available the current mon</li> <li>Dietary staff was and proper filing ensure all logs at the prescribed time retention.</li> <li>Availability of all quarterly QAPI in</li> <li>Completion dat</li> </ol>	ng machine is, and three is included or located evidence of neg- ine as a result of it freezer log, achine temperation ompartment sin able and in use of th. Is educated on ti in procedures to are maintained of ime for record I logs will reporte meetings.	t d. ative this ure k for imely		