

Health Regulation Administration

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| STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION | (X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: CPA-0077 | (X2) MULTIPLE CONSTRUCTION A. BUILDING _____ B. WING _____ | (X3) DATE SURVEY COMPLETED 03/24/2011 |
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|--|---|
| NAME OF PROVIDER OR SUPPLIER CHILDREN'S HOME SOCIETY & FAMILY SERV | STREET ADDRESS, CITY, STATE, ZIP CODE 1003 K STREET, NW, SUITE #207. WASHINGTON, DC 20011 |
|--|---|

| (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 |
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S 000 Initial Comments

An annual inspection was conducted on March 24, 2011. The survey findings were based on record review and a staff interview. The sample sizes were six (6) personnel records based on a census of six (6), seven (7) adoptive parent records based on a census of seven (7) and two (2) post placement records based on a census two (2).

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.

S 000

Renewel 4/5/11
Department of Health
Health Regulation & Licensing Administration
Intermediate Care Facilities Division
899 North Capitol St., N.E.
Washington, D.C. 20002

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 Child-Placing Agency (CPA) failed to ensure that employees had annual performance evaluations signed by both the employee and the supervisor, for one (1) of six (6) employees. (Employee #4)

The finding includes:

Review of personnel records on March 24, 2011, at approximately 1:30 p.m. revealed that Employee #4 had no evidence of an annual performance evaluation signed by both the employee and the supervisor for review.

An interview with the Regional Director (RD) on March 24, 2011, at approximately 2:30 p.m. confirmed the findings.

S 096

This document was in the employee's file in the main office but a copy had not been placed in the local file. Going forward, staff supervised by anyone in the main office will have a checklist in the personnel file, noting the need for a copy of any items for the local personnel file. That would include copies of annual evaluations.

This document is now present in the local file.
HR will review the checklist when doing their annual audit of files.

3/30/2011

Health Regulation Administration

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

Colleen SML

TITLE
Regional Director

(X6) DATE

3/30/2011

Health Regulation Administration

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| S 100 S 100 | Continued From page 1 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 one (1) of six (6) employee's had proof that they had participated in in-service training. (Employee #4) The finding includes: Review of parsonnel records on March 24, 2011, at approximately 1:30 p.m., revealed the agency failed to ensure that Employee #4 had proof of participation in in-service training. An interview with the Regional Director (RD) on March 24, 2011, at approximately 2:45 p.m. confirmed the findings. | S 100 S 100 | This document was also in the employee's file in the main office. As with the previous item, we will institute the use of a checklist for personnel files in order to ensure complete files are held in both the main office and the local office. | 3/30/2011 |

William SML

Regional Director

3/30/2011