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FORM APPROVED

Health Regulation & Licensing Administration

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: CPA-050	(X2) MULTIPLE CONSTRUCTION A. BUILDING: _____ B. WING: _____	(X3) DATE SURVEY COMPLETED 04/19/2018
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NAME OF PROVIDER OR SUPPLIER ADOPOLIS, INC	STREET ADDRESS, CITY, STATE, ZIP CODE 5247 WISCONSIN AVENUE, NW WASHINGTON, DC 20015
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S 000	Initial Comments	S 000		
	<p>An annual licensure survey was conducted on 04/19/18. The survey findings were based on interview, review of administrative records, as well as personnel records, which included three employees and five board member records.</p> <p>Listed below are abbreviations that appear throughout the body of this report:</p> <p>CPA - Child Placing Agency ED- Executive Director</p>			
S 092	1611.1 Personnel Records	S 092	<p>1611.1 Personnel Records.</p> <p><u>Corrective Action:</u> An electronic personnel file for employee #3 is available and has been printed on paper to make it available as requested at the inspection time.</p> <p><u>Measures put into place to ensure that the deficient practice does not recur:</u> Adopolis will take care to insure that each personnel file be available electronically or printed out on paper while preparing for future inspections.</p> <p><u>How the corrective action(s) will be monitored to ensure that the deficient practice will not recur:</u> The CEO or designated employee will have available all files for review when required.</p>	4/23
	<p>Each child-placing agency shall have a personnel file on each employee, which shall include, but not be limited to, the following:</p> <p>This CONDITION is not met as evidenced by: Based on interview and record review, the agency failed to ensure a personnel file was provided for review for one of three employees (Employee #3).</p> <p>Findings included:</p> <p>During the entrance conference with the agency's ED on 04/19/18 at 10:15 AM, the personnel files for all employees working with the CPA were requested for review.</p> <p>Review of the available personnel files was conducted on 04/19/18 at 11:00 AM. The file for Employee #3 was not provided. Interview with the ED at 11:15 AM revealed a personnel file was not available for Employee #3 because she was "only the bookkeeper."</p> <p>Interview with the ED at 11:30 AM revealed she</p>			

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

Constanta Candrea-Schultz

TITLE: *President & CEO*

(X6) DATE: *May 8, 2018*

STATE FORM 6689 M5JJ11 If continuation sheet 1 of 3

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S 092	Continued From page 1 had an electronic personnel record for Employee #3 and she would provide a copy of the record to the surveyor at a later date. At the time of the survey exit on 04/19/18, no additional information was provided.	S 092	1612.2 Staff Functions and Qualifications. <u>Corrective Action:</u> New medical letters were requested for all three employees with the full language required by the standard.	4/19
S 109	1612.2 Staff Functions And Qualifications Each child-placing agency shall require a written report on the applicant's mental and physical conditions including addictions which could adversely affect the applicant's capacity to work with children. This CONDITION is not met as evidenced by: Based on interview and record review, the CPA failed to have a written report on the applicant's mental and physical conditions for two of the three employees in the sample (Employees #1 and #2). Findings included: During the entrance conference on 04/19/18, at 10:25 AM, the ED stated that the CPA required each employee to obtain a complete physical examination to include an evaluation of the employee's physical and mental health condition, at the time of hire and then annually thereafter. Review of the personnel records on 04/19/18 at 11:00 AM, revealed the following: 1. Employee #1's file contained a physical examination dated 02/27/18. Further record review did not reveal an evaluation on the employee's mental health status. During a subsequent interview with the ED to ascertain the	S 109	Employees #1 the new certificate is in file. Employee # 2 has a doctor appointment on May 11 expecting to obtain the new certificate. <u>Measures put into place to ensure that the deficient practice does not recur:</u> Employees have been notified that future medical letters will request that the doctor make a statement regarding the applicant's mental and physical conditions including addictions which could adversely affect the applicant's ability to work with children, in accordance with the published standard. <u>How the corrective action(s) will be monitored to ensure that the deficient practice will not recur:</u> The CEO will review and approve each employee's document required for all files to be in compliance at any time.	4/23

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S 109	<p>Continued From page 2</p> <p>status of Employee #1's mental health condition, the ED stated that she was not aware that the employee needed a mental health condition evaluation as a part of the health certificate completion.</p> <p>2. Employee #2's file contained a physical examination dated 03/30/18. Further record review did not reveal an evaluation of the employee's mental health status. During a subsequent interview with the ED to ascertain the status of Employee #2's mental health condition, the ED stated that she was not aware that the employee needed a mental health condition evaluation as part of the health certificate completion.</p> <p>At the time of the survey, the CPA failed to ensure that each employee obtained an annual physical examination to include an evaluation of the employee's physical and mental health condition as part of the personnel record.</p>	S 109	