

Health Regulation & Licensing Administration

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: CPA-0076	(X2) MULTIPLE CONSTRUCTION A. BUILDING: _____ B. WING _____	(X3) DATE SURVEY COMPLETED 07/13/2016
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NAME OF PROVIDER OR SUPPLIER ADOPTIONS TOGETHER	STREET ADDRESS, CITY, STATE, ZIP CODE 900 VARNUM STREET NE WASHINGTON, DC 20017
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S 000	<p>Initial Comments</p> <p>An annual licensure survey was conducted from July 12, 2016, through July 13, 2016. There were ten (10) personnel records, and thirty-two (32) family records. The sample size was twelve (12) post placement family records and 3 (three) families with completed home studies.</p> <p>The survey findings were based on interviews and the review of administrative records.</p> <p>The following is an abbreviation that may be used in this report;</p> <p>CPA - Child Placing Agency</p>	S 000		
S 096	<p>1611.1(d) Personnel Records</p> <p>(d) Annual performance evaluations signed by both the employee and supervisor;</p> <p>This CONDITION is not met as evidenced by: Based on interview and record review, the agency failed to ensure that each employee's record included a signed annual evaluation, for one (1) of the nine (9) employee files reviewed. (Employee #8)</p> <p>The finding includes:</p> <p>On July 14, 2016, beginning at 1:19 p.m., review of the personnel records revealed no evidence that Employee #8 had an annual performance evaluation. At 1:33 p.m., the associate director indicated that she believed an evaluation of Employee #8's work performance was completed, however she confirmed that the annual evaluation was not available for the surveyor to review.</p> <p>At the time of the survey, the CPA failed to ensure</p>	S 096	<p>Adoptions Together requires that every employee have an annual performance review of work performed in the prior calendar year during January of each year. Reviews are required to be completed by the employee's direct supervisor, in writing and signed by both the supervisor and the employee. The HR Coordinator is responsible for ensuring that each employee's review is completed and a copy is placed in each employee's personnel file. The HR Consultant periodically conducts random audits of personnel files to ensure that all files are complete, including annual reviews.</p> <p>In December 2015, a program manager left her position due to a serious illness and did not complete the annual review for two of her direct reports prior to leaving her position. The new manager was unaware that the annual reviews had not been completed and she has since completed the reviews.</p> <p>In the future, all supervisors will be asked to complete a partial year review for all direct reports if they leave in mid year. By instituting this procedure, no employee should ever have longer than a twelve month period between reviews. The HR Coordinator will add this requirement to the Exit Process checklist to ensure that this process is adequately monitored.</p>	

Health Regulation & Licensing Administration
LABORATORY/DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE

[Signature] / DAWN MUSGRAVE

TITLE
ASSOCIATE DIRECTOR

(X6) DATE
8/30/16

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S 096	Continued From page 1 that all staff employee files contained a completed and signed annual evaluation.	S 096		
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 every employee's personnel record included a physical examination report as required in section 1612.2, for one (1) of the nine (9) employee files reviewed. (Employee #1) The finding includes: On July 14, 2016, beginning at 1:19 p.m., review of the personnel records revealed Employee #1's date of hire was April 7, 2016. There was no evidence that the employee had obtained a health screening reflective of his/her mental and physical condition. Interview with the associate director at 1:23 p.m., confirmed there was no written physical examination report on file for Employee #1. It was also indicated that the agency would follow up with the employee regarding this matter. At the time of the survey, the CPA failed to ensure that all personnel records had a physical examination in their file.	S 103	Adoptions Together requires that each employee have a medical examination including a TB Screening prior to the start of employment. Several years prior to being hired as an employee, Employee#1 had been a contractor at the agency performing home studies in Maryland. Under Maryland policy that was in effect at that time, the contractor was required to have a biannual TB screening to comply with MD licensing requirements. (This policy has since changed to required biannual medical examinations, as well as TB screenings.) When offered employment, in April 2016, the employee was provided with the Adoptions Together medical form to be completed by her physician and told that she needed to have a TB screening. The employee mistakenly believed that the report of the TB screening could substitute for the physician's report. The employee has since been advised of the need to have a medical report from her physician and has scheduled a physical for September 4, 2016. A copy of her physician's report from that physical will be placed in her personnel file immediately upon receipt. The HR Coordinator is responsible for ensuring that each employee's medical report is completed in a timely manner and a copy is placed in each employee's personnel file. The HR Consultant periodically conducts random audits of personnel files to ensure that all files are complete, including timely medical reports.	
S 109	1612.2 Staff Functions And Qualifications Each child-placing agency shall require a written report on the applicant's mental and physical	S 109	See above	

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S 109	<p>Continued From page 2</p> <p>conditions including addictions which could adversely affect the applicant's capacity to work with children.</p> <p>This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to ensure that each employee's record provided a written report on the applicant's physical and mental status, for one (1) of the nine (9) employee files reviewed. (Employee #1)</p> <p>The finding includes:</p> <p>On July 14, 2016, beginning at 1:19 p.m., review of the personnel records revealed Employee #1's date of hire was April 7, 2016. There was no evidence that the employee had obtained a health screening reflective of his/her mental and physical condition.</p> <p>Interview with the associate director at 1:23 p.m., confirmed there was no written physical examination report on file for Employee #1. It was also indicated that the agency would follow up with the employee regarding this matter.</p> <p>At the time of the survey, the CPA failed to ensure that all personnel records had a physical examination in their file.</p>	S 109		
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