

Health Regulation & Licensing Administration

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: CPA-0088	(X2) MULTIPLE CONSTRUCTION A. BUILDING B. WING	(X3) DATE SURVEY COMPLETED 05/23/2017
	NAME OF PROVIDER OR SUPPLIER FAMILY MATTERS OF GREATER WASHINGTON		STREET ADDRESS, CITY, STATE, ZIP CODE 425 EYE STREET NW, SUITE 700 WASHINGTON, DC 20001

(X4) ID PREFIX TAG	SUMMARY STATEMENT OF DEFICIENCIES (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LSC IDENTIFYING INFORMATION)	PREFIX TAG	PROVIDER'S PLAN OF CORRECTION (EACH CORRECTIVE ACTION SHOULD BE CROSS-REFERENCED TO THE APPROPRIATE DEFICIENCY)	(X5) COMPLETE DATE
S 000	Initial Comments An annual licensure survey was conducted on May 22, 2017 and May 23, 2017. The survey findings were based on interviews and review of administrative records, as well as the review of fourteen (14) personnel records, two (2) foster parent records and five (5) foster children records. Note: The below are abbreviations that may appear throughout the body of this report. BOO - Board of Directors DOF - Director of Finance DOH-Department of Health PD-Program Director	S 000		
S 016	1604.5 Responsibility Of The Board Of Directors The Board shall meet at least quarterly. A quorum shall be present at each meeting. This CONDITION is not met as evidenced by. Based on record review and interview, the CPA Board failed to meet at least quarterly. The finding includes: On May 22, 2017, at approximately 4.30 p.m. , a review of the CPA's BOD meeting minutes revealed meetings were held on May 4, 2016, July 27, 2016, September 29, 2016, January 26, 2017, and January '1, 2017 Interview with the PD revealed that BOD meetings occur quarterly. An additional interview with the DOF revealed that a BOD meeting will take place after the holiday (Memorial Day). At the time of the survey, there was no evidence that the CPA's BOD met at least quarterly.	S 016	As stated in the survey, the Director of Finance (DOF) indicated that an audit has been done by an independent contractor that began at the end of the fiscal quarter (December 2016). The DOF further indicated that the current audit report would be forwarded to DOH once the audit is approved by the Board of Directors. In the future, if the survey takes place prior to the dissemination of the prior year's audit, management will ensure that the survey team is provided with the engagement letter to demonstrate that an outside certified public accountant has been engaged to complete the audit. Completion Date 07/07/2018 The FY '2016 audit report will be sent to DOH by 07/07/2017. Management will ensure that responses regarding the audit are supported by written documentation to support assertions made. Completion date 06/21/2017 Management will ensure that documentation regarding the audit is documented as part of our on-going protocol when responding to a surveyor. Completion date 06/21/2017	Received 8/24/17

Health Regulation & Licensing Administration
LABORATORY DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE: *Janice Jackson Smallwood* TITLE: *President & CEO* (X.6) DATE: *8.24.17*

Health Regulation & Licensino Administration

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: CPA-0089	(X2) MULTIPLE CONSTRUCTION	(X3) DATE SURVEY COMPLETED 05/23/2017
		A. BUILDING _____ B WING _____	

NAME OF PROVIDER OR SUPPLIER FAMILY MATTERS OF GREATER WASHINGTON	STREET ADDRESS, CITY, STATE, ZIP CODE 425 EYE STREET NW, SUITE 700 WASHINGTON, DC 20001
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S 021 1607.1 Audit	<p>Each child-placing agency shall have its financial records audited annually by an independent certified public accountant.</p> <p>This CONDITION is not met as evidenced by: Based on interview and record review, the CPA failed to show evidence that its financial records had been audited annually by an independent certified public accountant for the past fiscal year (FY2016)</p> <p>The finding includes</p> <p>On May 22, 2017, at 4:43 p.m., a review of the CPA records revealed a financial audit report dated September 30, 2015. In an interview with the Director of Finance (DOE) on May 22, 2017 at approximately 5:05 p.m., it was indicated that an audit had been done by an independent contractor that began at the end of the first fiscal quarter (December 2016). The DOF further indicated that the audit has been completed and will be reviewed at the next BOD meeting. The next BOD meeting is scheduled after the holiday (Memorial Day). The DOF also indicated that a current audit report will be forwarded to DOH once the audit is approved by the BOD.</p> <p>At the time of the survey, there was no evidence that the agency had obtained an audit for fiscal year 2016.</p>	S 021	<p>As stated in the survey, the Director of Finance (DOF) and PD indicated that Board of Directors meetings take place on a quarterly basis. Dates of Board of Directors meetings were: Oct. 28, 2015; Feb. 22, 2016; May 4, 2016; July 27, 2016; and, Sept. 29, 2016. Based on CPA's fiscal year, 10/1-9/30, there were actually 5 meetings held which surpasses the quarterly requirement.</p> <p>In the future, a schedule of planned board and committee meetings will be presented to ensure compliance. Completion date 6/30/2017</p> <p>Executive Management will ensure that documentation of all board meetings (minutes and schedules) will be available when requested. Completion date 6/21/2017</p> <p>Management will ensure that documentation regarding the board meetings is documentation as part of our ongoing protocol when responding to a surveyor. Completion date 6/21/2017</p>	
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