

Health Regulation & Licensing Administration

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: CPA-0073	(X2) MULTIPLE CONSTRUCTION A. BUILDING: _____ B. WING: _____ Department of Health Health Regulation & Licensing Administration Intermediate Care Facilities Division	(X3) DATE SURVEY COMPLETED 01/29/2015
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NAME OF PROVIDER OR SUPPLIER HOLY CROSS CHILD PLACEMENT AGENCY INC	STREET ADDRESS, CITY, STATE, ZIP CODE 899 NORTH CAPITOL ST., N.E. WASHINGTON, D.C. 20002 4900 CONNECTICUT AVENUE NW WASHINGTON, DC 20008 FEB - 6 2015
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S 000	<p>Initial Comments</p> <p>An annual licensure survey was conducted on January 28, 2015 through January 29, 2015. The survey findings were based on record review and staff interviews, as well as the review of administrative records. The sample size was one (1) personnel record based on a census of one (1) and four (4) home study records based on a census of four (4).</p> <p>The survey findings were based on interviews and the review of records.</p> <p>Note: The below are abbreviations that may appear throughout the body of this report.</p> <p>Child Placing Agency - CPA Executive Director - ED Board of Director - BOD</p>	S 000	<p>The focus of the Board has been concerned with the decrease in the amount of work in the field of adoption, a situation also affecting agencies with which we work located in other states. We intend to give more attention to the budgets & reviews by the Board.</p>	
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S 011	<p>1602.5 BOARD OF DIRECTORS</p> <p>Members of the Board shall be of good character as determined by letters of reference and criminal background investigations.</p> <p>This CONDITION is not met as evidenced by: Based on interview and record review, the CPA failed to show evidence that letters of reference and criminal background investigations had been obtained for each member of its BOD, for five (5) of the five (5) current board members. (BOD #1, BOD #2, BOD #3, BOD #4 and BOD #5)</p> <p>The finding includes:</p> <p>On January 28, 2015, at approximately 10:30 a.m., review of the board meeting minutes dated October 30, 2014, revealed the CPA had six BODs. When asked, the executive director</p>	S 011	<p>letters of reference + criminal background investigations attesting to the Board members good character will be done & submitted by 2/25/15</p>	2/25/15
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Post-it® Fax Note	7671	Date	2/6/15	# of pages	4
To	[Redacted]	From	HOLY CROSS		
Co./Dept.		Co.			
Phone #	202-442-4724	Phone #	202-237-1375		
Fax #	202-442-9430	Fax #			

LABORATORY DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE <i>Sally M. Minshew, MEd</i>	TITLE <i>Exec. Director</i>	(X8) DATE <i>2/6/15</i>
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S 011	<p>Continued From page 1</p> <p>indicated that the letters of reference and criminal background investigations were kept in records located in Maryland and not available for review. Further interview revealed that he/she may not be able to locate the information for the board members who have been on the board for a while, but he/she would forward what she is able to find via e-mail or fax.</p> <p>On January 29, 2015, at approximately 1:00 p.m., the executive director e-mailed the 2014/2015 BOD roster. The roster revealed the names, officer's position on the Board (if applicable) and each member's contact information. Further review revealed that the board currently consist of five members. The roster also stated that BOD #1 was in the process of obtaining his/her reference letters. There was no other information on the other board members.</p> <p>At the time of the survey, there was no evidence that the CPA obtained letters of reference and criminal background investigations for all members of its Board of Directors.</p>	S 011	<p>The Board of Directors letters of reference were in our MD office as we were preparing for MD licensing & had the letter from MD indicating what they wanted before the visit to the MD office. The date for [redacted] will be faxed to you today. The others will follow by [redacted]</p> <p>[redacted] has misplaced her copy of her criminal clearance & so has Holy Cross. This will be obtained today - faxed to you by 2/25/15</p>	2/25/15
S 015	<p>1603.4 Responsibility Of The Board Of Directors</p> <p>The Board shall approve the annual budget of anticipated income and expenditures necessary to provide the services of the child-placing agency. The Board shall approve the annual financial audit report.</p> <p>This CONDITION is not met as evidenced by: Based on interview and record review, the CPA failed to show evidence that its BOD approved an annual budget, for one of the one years reviewed.</p> <p>The finding includes:</p>	S 015	<p>The Board will approve the annual budget by 2/25/15. It was never conveyed by [redacted] as [redacted] that this was required.</p>	2/25/15

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S 015	<p>Continued From page 2</p> <p>On January 28, 2015, at 11:23 a.m., the executive director stated that operating budgets were developed annually. When asked if there was a budget developed for 2015, he/she indicated that the agency was without a budget; however, " we do have one from last year " (2014). He/She agreed to forward a copy of the 2014 budget, saying it was kept in records located in Maryland and not available for review on site. He/She then stated their accountant would be preparing an annual audit soon, once the last checks had cleared from calendar year 2014. The BOD was expected to meet soon (date not specified). To date, the agency had not received a bank statement showing activities through the quarter ending December 31, 2014.</p> <p>Minutes of the BOD meetings held on April 15, 2014, July 15, 2014, and October 30, 2014 were reviewed during the aforementioned interview. The minutes did not reflect BOD review of the CPA 's budget or independent audit.</p> <p>When asked if he/she could determine on what date the BOD reviewed the 2014 audit, the executive director stated the accountant " doesn't send it to the Board. " I asked who received the audits and he/she replied " I do." When asked if any of the BOD members asked to see the audits, he/she replied " No, they haven't. " The executive director agreed to see whether there had been BOD meeting held in January 2014 and determine if there were minutes of said meeting.</p> <p>The executive director submitted to the Health Regulation and Licensing Administration (via facsimile) copies of the 2014 budget and audit later on January 28, 2015. On January 30, 2015, review of documents that were received on the</p>	S 015	<p>The budget has been faxed to the Department of Health. We have not received the January 2015 bank statement from Capital One. I explained that our CPA waits for to prepare the audit until all checks through January are cleared that may have been written in 12/14.</p> <p>This will be done by - 2/28/15</p> <p>No requirement other than doing a budget & audit by the Director was ever mentioned as a requirement. This will be done by. We will immediately institute a practice of Board review of the Budget and Audit. 2/28/15</p>	
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S 015	<p>Continued From page 3</p> <p>previous evening and that morning failed to show evidence that the BOD had reviewed and approved a 2015 operating budget, to include the anticipated income and expenditures necessary to provide services in the coming year. In addition, there was no evidence the BOD reviewed the previous year's audit.</p> <p>This is a repeat deficiency. See Licensure report dated 1/15/13.</p>	S 015	<p>This has obviously been overlooked + we apologize if it is a repeat deficiency. We will see that each Board member sees the budget + audit for 2015 + hope that our CPA can complete it by</p> <p>More careful scrutiny will be put in place.</p> <p>The January 2014 Board meeting took place on January 29, 2014. The Executive Director had knee surgery at _____ on 2/3/14 followed by 4 weeks of physical therapy. I will attempt to write it from my notes of that meeting. The corrective action is that we will be more attentive.</p>	<p>2/28/15</p> <p>2/10/15</p>