

Health Regulation & Licensing Administration

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: CPA-0087	(X2) MULTIPLE CONSTRUCTION A. BUILDING: _____ B. WING _____	(X3) DATE SURVEY COMPLETED 06/03/2015
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NAME OF PROVIDER OR SUPPLIER KIDSAVE INTERNATIONAL	STREET ADDRESS, CITY, STATE, ZIP CODE 4622 WISCONSIN AVENUE, NW WASHINGTON, DC 20016
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(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	<p>Initial Comments</p> <p>An annual licensure survey was conducted on June 3, 2015. The sample sizes were three (3) personnel records based on a census of three (3) employees, and thirteen (13) Board of Directors files based on a census of thirteen (13) files. The agency currently has no foster parents and/or foster children.</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>Executive Director - ED Child-Placing Agency - CPA</p>	S 000	<p>JUN 25 2015 <i>C. McPhee</i></p>	
S 092	<p>1611.1 Personnel Records</p> <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 three (3) of six (6) employees. (Employee #3, #4 and Manager of Administration)</p> <p>The finding includes:</p> <p>During the entrance conference with the agency's ED on June 3, 2015, beginning at 10:30 a.m., the personnel files for all employees working with the child placement agency were requested for review.</p> <p>The review of the available personnel files on June 3, 2015, at 10:40 a.m., however revealed</p>	S 092	<p>S 092</p> <p>Employee #3: Personnel file has been created for this contractor. Sept 30, 2015 The documents are currently being assembled. Clearances in process. This individual # 3 is working offsite June – August 15. The file estimated completion with final clearances Sept 30.</p> <p>Employee #4 Sept 30, 2015 Personnel file has been created for this contractor. The file estimated completion with final clearances Sept 30. All other documents by July 15.</p> <p>Manager of Administration: Personnel file has been created for this contractor Sept 30, 2015 Estimated date of completion with clearances received September 30. All other documents by July 15.</p>	

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

TITLE

(X8) DATE

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S 092	Continued From page 1 the file for Employee #3 and #4 was not included. Interview with the Manager of Administration at 12:15 p.m., revealed a personnel file was not completed for Employee #3 and #4 because they were contractors. Similarly, review of the Manager of Administration file revealed that only a background check was conducted. Interview with the Manager of Administration at 12:17 p.m., revealed she only works one day a week, therefore, a personnel file was not completed.	S 092	1. The ED and the Manager of Administration have clarified requirements with the DOH for our files. 2. We have updated our tracking form for each file based on current requirements. Every week the Manger of Administration will review the file and remind anyone who has an outstanding item of the deadline. 3. A policy will be implemented by the DC office that no employee, contractor or volunteer can start work until all items are complete, scheduled or in process. 4. The ED will address with the Executive Committee of the Board of the need for complete personnel files before a new Board member can participate and seek guidance as to the policy which the Board would like to implement to remedy this situation.
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 current physical examination report as required in section 1612.2, for one (1) of the five (5) employees. (Employee #1) The finding includes: On June 3, 2015, beginning at 10:40 a.m., review of the personnel records revealed no evidence that Employee #1 had a current physical examination report or a tuberculosis screening in the file. When interviewed on the same day at approximately 12:10 p.m., the Manager of Administration revealed that the agency requested a copy of the physical and is currently still waiting for the documentation.	S 103	The ED and the Manager of Administration will meet monthly to jointly review the file and ensure that the documentation is being complete. If it is not, the ED will intervene with the offending individuals to remedy the situation. HR or the Executive Committee or the Board will be consulted if necessary. S 103 Employee #1 has completed a new physical examination. We were relying on Dickinson College to submit Employee #1s documentation. In the future copies of medical clearance will be required prior to beginning eotk. Per the remedy above, The ED will address with the Executive Committee of the Board of the need for complete personnel files including medical clearance before a new Board member can participate and seek guidance as to the policy which the Board would like to implement to remedy this situation. The ED and the Manager of Administration will meet monthly to jointly review the file and ensure that the documentation is being complete. If it is not, the ED will intervene with the offending individuals to remedy the situation. HR or the Executive Committee or the Board will be consulted if necessary. S 103 Exam documentation complete by 6/26/15.