

Health Regulation & Licensing Administration

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: CPA-000033	(X2) MULTIPLE CONSTRUCTION A. BUILDING: _____ B. WING: _____	(X3) DATE SURVEY COMPLETED 08/04/2015
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NAME OF PROVIDER OR SUPPLIER
LATIN AMERICAN YOUTH CENTER

STREET ADDRESS, CITY, STATE, ZIP CODE
**1419 COLUMBIA ROAD NW
WASHINGTON, DC 20009**

(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)	(X6) COMPLETE DATE
S 000	<p>Initial Comments</p> <p>An annual licensure survey was conducted on August 4, 2015. The sample sizes were six (6) personnel records based on a census of six (6) employees, six (6) foster parent records based on a census of eight (8) foster care families and six (6) foster child records based on a census of seven (7) 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>Child-Placing Agency - CPA</p>	S 000	<p>199 North Capitol St., N. Washington, D.C. 20002 8/18/15 CW</p>	
S 095	<p>1611.1(c) Personnel Records</p> <p>(c) At least three (3) letters of reference;</p> <p>This CONDITION is not met as evidenced by: Based on record review and interview, the CPA failed to obtain at least three letters of reference for one (1) of the six (6) personnel records reviewed. (Employee #1)</p> <p>The finding includes:</p> <p>On August 4, 2015, beginning at 10:33 a.m., review of Employee #1's personnel record revealed no letters of reference were included in the files presented. Further record review revealed Employee #1's hire date was May 26, 2015.</p> <p>Interview with the Program Director on August 4, 2015, at 2:10 p.m., revealed that the agency requires three letters of reference. At approximately 4:00 p.m., the Program Director</p>	S 095	<p>As part of the hiring process each candidate will be required to submit three letters of reference. The hiring package will be reviewed by the hiring supervisor, program manager and Human Resources representative before it is approved for hire.</p> <p>The Program Supervisor will conduct an internal audit of all files twice per year to ensure that this requirement has been met for all employees.</p> <p>September 15</p>	

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

TITLE

(X5) DATE

Don Kapich

10/15/15

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S 095	Continued From page 1 confirmed that the required three letters of reference were not included. At the time of the survey, the CPA failed to ensure that each employee's personnel file documented at least three letters of reference.	S 095		
S 101	1611.1(i) Personnel Records (i) Signed statement by employee that written personnel policies were reviewed; This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to ensure that one (1) of six (6) employees had a signed statement by the employee that written personnel policies were reviewed. (Employee #2) The finding includes: Review of personnel records on August 4, 2015, at 10:33 a.m. revealed that the agency failed to ensure that Employee #2 had signed a statement that written personnel policies were reviewed. Interview with the Program Director on August 4, 2015 at 4:00 p.m., verified that there was not a signed statement by the employee that indicated that the written personnel policies were reviewed. At the time of the survey, the CPA failed to ensure that each employee signed a statement to indicate that personnel policies were reviewed.	S 101	As part of the hiring process, each employee will be required to review personnel policies. Each employee will also be required to sign a statement that verifies that he/she read those policies. The signed statement will be filed in each employee's record. The CPA Program Supervisor will conduct an internal audit of all personnel files twice per year to ensure that this requirement has been met for all employees.	September 2015
S 103	1611.1(k) Personnel Records (k) Physical examination reports required in section 1612.2;	S 103	As part of the hiring process, each employee will be required	

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S 103	<p>Continued From page 2</p> <p>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 six (6) employee files reviewed. (Employee #1)</p> <p>The finding includes:</p> <p>On August 4, 2015, beginning at 10:33 a.m., review of the personnel records revealed no evidence that Employee #1 had a physical examination report or a tuberculosis screening in his/her file.</p> <p>Interview with the program director on August 4, 2015, at 4:05 p.m., confirmed the aforementioned finding. The Program Director stated that employee #1 completed a physical exam, but he was not able to locate the form.</p>	S 103	<p>to undergo a physical examination as required in section 1612.2. Each employee will also be required to submit a statement that verifies a physical examination signed by a licensed physician. The signed statement will be filed in each employee record. The CPA Program Supervisor will conduct an internal audit of all personnel file twice per year to ensure that this requirement has been met for all employees.</p> <p>September 15, 2015</p>	
S 468	<p>1639.4(x) Foster Home Study</p> <p>(x) A minimum of three (3) personal and community character references;</p> <p>This CONDITION is not met as evidenced by: Based on record review and interview, the CPA failed to obtain at least three personal and community character reference checks, for four (4) of the six (6) foster parent files reviewed. (Parents #1, #2, #3 and #4)</p> <p>The findings include:</p> <p>I. On August 4, 2015, beginning at 2:43 p.m., review of Parent #1 and parent #2's files revealed</p>	S 468	<p>Every foster parent will be required to submit at least three personal and community character reference checks as part of their licensing requirements. The CPA Program Supervisor will conduct an internal audit of all foster parent's file twice per year to ensure that this requirement has been met by all foster families.</p> <p>September 15, 2015</p>	

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S 468	Continued From page 3 no letters of reference were included in the files presented. 2. On August 4, 2015, beginning at 3:50 p.m., review of Parent #3 and Parent #4's files revealed no letters of reference were included in the files presented. Interview with the Program Director on August 4, 2015, at 4:31 p.m., revealed that he was unable to locate Parent #1 and #2's letters of reference. The Program Director also stated that he was waiting for Parent #3 and #4's letters of reference from another agency. At the time of the survey, the CPA failed to ensure that each parent file documented at least three letters of reference.	S 468		