

Health Regulation & Licensing Administration

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:  CPA-0081	(X2) MULTIPLE CONSTRUCTION A. BUILDING: _____  B. WING: _____	(X3) DATE SURVEY COMPLETED  01/07/2019
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NAME OF PROVIDER OR SUPPLIER  THE NATIONAL CENTER FOR CHILDREN AND	STREET ADDRESS, CITY, STATE, ZIP CODE 1438 RHODE ISLAND AVENUE, NE WASHINGTON, DC 20018
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S 000 Initial Comments

An annual licensure survey was conducted on 01/07/19. The survey findings were based on interviews and the review of 26 personnel records and 19 Board member records.

Listed below are abbreviations that appear throughout the body of this report:

- CPA - Child Placing Agency
- CPR - Child Protection Registry
- HRG - Human Resources Generalist
- PPD - Purified Protein Derivative

S 108 1612.1 Staff Functions And Qualifications

A child-placing agency shall require at least three (3) character references for each employee prior to appointment.

This CONDITION is not met as evidenced by: Based on interview and record review, the CPA failed to ensure employees' personnel records included three letters of reference before their date of hire for one of 26 employees (Employee #18).

Findings included:

On 01/07/19 at 10:38 AM, review of the personnel records revealed that Employee #18's date of hire was 12/04/14. The personnel record contained two references from previous employers.

At 3:00 PM, interview with the CPA's HRG confirmed that Employee #18's personnel record only had two letters of reference.

S 000

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**Corrective Action:**

The reference for employee's #18 was completed and placed in the respective employee's personnel file on 2/7/19.

**Deficiency Prevention Activities:**

To ensure that receipt of references prior to hire, the Director of Human Resources will review new hire packets prior to employment approval and the commencement of employment activity.

**Ongoing Compliance Monitoring:**

To prevent the reoccurrence of the cited deficiency, the Human Resources team will audit random samples of personnel files monthly to monitor the compliance with required documentation.

Completed on 2/7/19

Health Regulation & Licensing Administration

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

TITLE

(X6) DATE

STATE FORM

6100

QFJ211

If continuation sheet 1 of 4

*[Handwritten Signature]*

*Executive Director*

*2/8/19*

*admiral, Duan Yehon 2/8/19*

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S 109 S 109	<p>Continued From page 1</p> <p>1612.2 Staff Functions And Qualifications</p> <p>Each child-placing agency shall require a written report on the applicant's mental and physical 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 interview and record review, the CPA failed to ensure that each employee's personnel record included a written report on his or her physical and mental condition for three of 26 employees in the sample (Employees #16, #17 and #19).</p> <p>Findings included:</p> <p>1. Review of Employee #16's personnel records on 01/07/19 at 10:38 AM revealed that the employee's file contained a physical examination dated 09/14/16 and a PPD reading dated 07/13/17.</p> <p>Interview with the HRG on 01/07/19 at 3:00 PM confirmed that the employee had an outdated physical examination and PPD test.</p> <p>2. Review of Employee #17's personnel records on 01/07/19 at 10:38 AM revealed that the employee's file did not contain a physical examination.</p> <p>Interview with the HRG on 01/07/19 at 3:00 PM confirmed that the employee lacked a current physical examination.</p> <p>3. Review of Employee #19's personnel records on 01/07/19 at 10:38 AM revealed that the</p>	S 109 S 109	<p><b>CORRECTIVE ACTION</b></p> <p>Physical Clearance Forms for Employees #16, #17, #19 were completed and placed in each employees' personnel files. Employee #16 physical exam dated 7/17/18 was documented on an older form. The NCCF Physical clearance form will be the only form accepted as documentation of an employee's physical and mental health. Employee #16 submitted the updated physical from and competed PPD report on 1/9/19. Employee #17's completed and submitted PPD results on 2/2/19. Employee #19's physical report was present in her file and is current until 12/18/19. Employee #19 completed and submitted the renewed PPD report on 1/9/19.</p> <p><b>DEFICIENCY PREVENTION ACTIVITIES</b></p>	<p>Completed on 1/9/19</p> <p>Completed on 2/2/19</p>
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S 109 Continued From page 2  
employee's file contained a physical examination dated 12/18/17, with a PPD test completed on 12/20/17.  
  
Interview with the HRG on 01/07/19 at 3:00 PM confirmed that the employee had an outdated physical examination and PPD test.  
  
At the time of the survey, the CPA failed to ensure that all employee files contained a completed, current physical examination.

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To prevent the reoccurrence of the cited deficiency, the Human Resource Generalist will track physical TB/Clearance renewals for each department and send reminders to staff 60 days and 30 days prior to the expiration date. Staff members will be required to submit Physical/TB clearances to Human Resources for filing within 10 business days prior to the clearance renewal date. Human Resource Generalist will file Physical/TB clearance form in the personnel record within 48 hours of receipt.  
  
In the event the clearance is not received within 10 business days of renewal, the Human Resource Generalist will issue a pending non-compliance notice and request for resolution to the staff, and their supervisor.

S 110 1612.3 Staff Functions And Qualifications  
  
Each child-placing agency shall prior to employment, perform a criminal records check on any person who will have direct contact with the children and clients. The child-placing agency shall ensure that each employee is free of any conviction or pending charges without a final disposition for the commission of, attempt to commit, or assault with intent to commit any of the following criminal offenses or a criminal offense which is equivalent to any of the following:  
  
This CONDITION is not met as evidenced by: Based on record review and interview, the CPA failed to ensure that all personnel files contained a completed criminal records check for one of 26 employees (Employee #2).  
  
Findings included:  
  
Review of personnel records on 01/07/19 at 10:38 AM revealed that Employee #2 was hired on 10/05/18. The record lacked documented evidence of a criminal background check.

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S 110	<p>Continued From page 3</p> <p>During an interview on 01/07/19 at 11:48 AM, the HRG revealed that an application for the CPR clearance was submitted on 12/12/18, however the results had not returned. The HRG was informed that the clearance results could take up to 30 days to receive. At the time of the survey, the CPA failed to obtain a completed criminal record check for all employees prior to the date of hire.</p>	S 110	<p>A secondary notice of failure to ensure compliance with timely submission of Physical/TB exam documentation will be elevated to the senior manager and executive management and may result in a recommendation for disciplinary action.</p> <p><b>ONGOING COMPLIANCE MONITORING</b></p> <p>The Human Resources Manager will audit random samples of personnel files monthly to monitor the compliance with required documentation and prevent reoccurrence of the cited deficient practice.</p>	
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A secondary notice of failure to ensure compliance with timely submission of Physical/TB exam documentation will be elevated to the senior manager and executive management and may result in a recommendation for disciplinary action.

**ONGOING COMPLIANCE MONITORING**

The Human Resources Manager will audit random samples of personnel files monthly to monitor the compliance with required documentation and prevent reoccurrence of the cited deficient practice.

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