


Health Regulation & Licensing Administration

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:  CPA-0069	(X2) MULTIPLE CONSTRUCTION A. BUILDING: _____  B. WING _____	(X3) DATE SURVEY COMPLETED  03/23/2016
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NAME OF PROVIDER OR SUPPLIER  PCC STRIDE INC	STREET ADDRESS, CITY, STATE, ZIP CODE 3001 BLADENSBURG ROAD NE WASHINGTON, DC 20018
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S 000	<p><b>Initial Comments</b></p> <p>A licensure survey was conducted on March 23, 2016. The survey findings were based on interview with administrators and review of personnel and administrative records, as well as the review of foster parent records.</p> <p>The sample size was six (6) personnel records based on a census of six (6) employees and two (2) foster parent records based on a census of two (2) foster parents who had been approved to accept children.</p> <p>Note: The below are abbreviations that may appear throughout the body of this report.</p> <p>CPA - Child Placing Agency PD - Program Director</p>	S 000	<p>S000 - PCC Stride acknowledges the census stated in the POC.</p>	
S 009	<p><b>1602.3 Board Of Directors</b></p> <p>The members of the Board shall include past consumers of services of a child-placing agency. There shall be a written policy statement providing for the rotation of Board members.</p> <p>This CONDITION is not met as evidenced by: Based on interview and record review, the CPA failed to show evidence that its Board of Directors included "past consumers of services" of a CPA and that there was a written policy statement that addressed rotation of Board members, for five (5) of five (5) Board members.</p> <p>The finding includes:</p> <p>On March 23, 2016, at 10:00 a.m., concurrent review of the roster of current Board members while interviewing the PD revealed that of the five (5) members of the Board of Directors, none (0)</p>	S 009	<p><b>Board of Directors</b></p> <p>S009 - Board of Directors The Board of Directors shall create a rotation of board membership. As directed by [REDACTED], Chair of the board, the Board of Directors will meet during their next board meeting to create a plan for membership rotation. Mrs. [REDACTED] will give status on the board change to the executive Director who will in turn report to DOH of its new members.</p>	July 1, 2016

Health Regulation & Licensing Administration LABORATORY DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE 	TITLE Program Director	(X8) DATE 4/20/15
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S 009	Continued From page 1  of them had past experience as a consumer of CPA services. In addition, the PD stated that she was unaware of any written policy statement that addressed rotation of Board members. She indicated that she would telephone their corporate office to ask about these two issues. No additional information was shared however, before the survey ended at 3:20 p.m. that day.  At the time of the survey, there was no evidence that past consumers of CPA services served on the Board of Directors and that the agency's policies provided for the rotation of Board members.	S 009	Consumers The board will do a recruitment afford to former consumers to serve on the board.	July 2016
S 094	1611.1(b) Personnel Records  (b) Applicant's educational credentials;  This CONDITION is not met as evidenced by: Based on record review and interview, the CPA failed to ensure that each personnel record included a copy of their educational credentials, for one (1) of six (6) employee records reviewed. (Employee #5)  The finding includes:  Review of personnel records on March 23, 2016, beginning at 11:00 a.m., revealed that Employee #5's record had applied for employment on March 12, 2014. The application form indicated that he/she had received a bachelor's degree from Oakwood University in 2005 and a master's degree from Western Michigan University. Continued review of the personnel record, however failed to show evidence that the CPA had obtained the applicant's educational credentials for verification and inclusion in the	S 094	Personnel Records <b>S094 - Personnel Records</b> <b>(b) Applicant's educational credentials</b> The QA review process will include a review of all personnel files to ensure that all file entries are present. The review will occur every quarter starting on the April 2016 rotation. The review rotation will be April, July, October and January of the year. <b>Employee #5</b> A request of employee will be made to Employee #5 to have an official transcript or letter of completion send to PCCS. The QA review mentioned above will be implemented as a part of it initial entry of an employee and ongoing every 3 months starting in April.	April 30, 2016

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S 094	Continued From page 2  employee's file.  Interview with the PD on March 23, 2016, at 12:00 p.m. confirmed that a copy of the employee's educational credentials were not available for review. No additional information was shared before the survey ended at 3:20 p.m. that day  At the time of the survey, there was no evidence that the CPA consistently obtained copies of educational credentials for inclusion in each applicant's file.	S 094	Personnel - QA Maximus Onuoha has been detailed as the QA Assurance officer for PCCS.	April 15, 2016
S 095	1611.1(c) Personnel Records  (c) At least three (3) letters of reference;  This CONDITION is not met as evidenced by: Based on record review and interview, the CPA failed to ensure that each personnel record included at least three (3) letters of reference, for four (4) of six (6) employee records reviewed. (Employees #1, #4, #5 and #6)  The findings include:  Review of personnel records on March 23, 2016, beginning at 11:00 a.m., revealed the following:  I. Employee #1's record included an application form, dated April 18, 2014, and documentation showing that he/she had been hired effective May 5, 2014. Continued review of the personnel record, however failed to show evidence that the CPA had obtained any letters of reference.  II. Employee #4's record included an application form, dated October 5, 2015, and documentation	S 095	5095 - 1611 1c - Letters of Reference All PCCS employees will have at least three letters of reference or reference forms. The QA review and process will include a review of the number of reference letters or forms in the personnel files. Employees #1, #4, #5, and #6 will be assessed for the number of references for the personnel file. <b>Employee #1</b> PCCS acknowledges that the HR Dept received a list of references to follow up to receive letters of reference or reference forms. One letter of reference was received and PCCS is waiting on the remaining references.	April 30, 2016

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S 095	Continued From page 3  indicating that he/she had been hired on October 5, 2015. Continued review of the personnel record, however failed to show evidence that the CPA had obtained any letters of reference.  III. Employee #5's record included an application form, dated March 12, 2014, and documentation indicating that he/she had been hired effective May 9, 2014. Continued review of the personnel record, however failed to show evidence that the CPA had obtained any letters of reference.  IV. Employee #6's record included an application form, dated December 7, 2010, and documentation indicating that he/she had been hired effective January 10, 2011. Continued review of the personnel record revealed that the CPA had obtained two (2) letters of reference.  On March 23, 2016, beginning at 2:38 p.m., the PD was queried regarding the CPA's obtaining letters of reference. She replied "I don't know that. I will find out and will get back with you." She indicated that there might be additional records kept somewhere else. No additional information, however was shared before the survey ended at 3:20 p.m. that day  At the time of the survey, there was no evidence that the CPA consistently obtained letters of reference for inclusion in each applicant's file.	S 095	<b>Employee #4</b> PCCS acknowledges that the HR Dept received a list of references to follow up to receive letters of reference or reference forms. One letter of reference was received and PCCS is waiting on the remaining references. <b>Employee #5</b> PCCS acknowledges that the HR Dept received a list of references to follow up to receive letters of reference or reference forms. As of the writing of POC response, three reference forms were received on behalf of this employee. <b>Employee #6</b> PCCS acknowledges that the HR Dept received a list of references to follow up to receive letters of reference or reference forms. As of the writing of POC response, two reference forms were received on behalf of this employee.	
S 096	1611.1(d) Personnel Records  (d) Annual performance evaluations signed by both the employee and supervisor;  This CONDITION is not met as evidenced by: Based on record review and interview, the CPA	S 096	<b>S096 - 1151.1 (d) Personnel Records</b> PCCS is aware that annual performance reviews must be completed on each employee every year.	April 30, 2016

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S 096	<p>Continued From page 4</p> <p>failed to ensure that each personnel record included annual performance evaluations, for four (3) of the five (5) longtime employee records reviewed. (Employees #2, #3 and #6)</p> <p>The findings include:</p> <p>Review of personnel records on March 23, 2016, beginning at 11:00 a.m., revealed that five (5) of the CPA's six (6) employees (Employees #1, #2, #3, #5 and #6) had been employed for more than a year. Continued review revealed the following:</p> <p>I. Employee #2's record included annual performance evaluations for the years October 2007 - September 2008 through October 2011 - September 2012. Continued review of the personnel record failed to show evidence that performance evaluations had been prepared in the three (3) most-recent years.</p> <p>II. Employee #3's record included annual performance evaluations for the years September 2009 - August 2010 through September 2013 - August 2014. Continued review of the personnel record failed to show evidence that a performance evaluation had prepared for the year ending August 2015.</p> <p>III. Employee #6's record included an included an annual performance evaluation for the year September 2012 - August 2013. Continued review of the personnel record, however failed to show evidence that performance evaluations had been prepared in the two (2) most-recent years.</p> <p>When the PD was queried regarding performance evaluations on March 23, 2016, at 2:44 p.m., she indicated that Employee #2 had discussed his/her performance with his/her immediate supervisor in</p>	S 096	<p><b>Employee #2</b> PCCS is aware that annual reviews must be present in the personnel files. The employee's supervisor (Board Chair) has been notified to complete an annual review. The HR manager will notify all directors by email to complete the annual by the close of August each year.</p> <p><b>Employee #3</b> PCCS is aware that annual reviews must be present in the personnel files. The employee's supervisor has been notified to complete an annual review. The HR manager will notify all directors by email to complete the annual by the close of August each year. A second reminder will occur prior to the close of the month by the 25<sup>th</sup>.</p> <p><b>Employee #6</b> PCCS is aware that annual reviews must be present in the personnel files. The employee's supervisor has been notified to complete an annual review. The HR manager will notify all directors by email to complete the annual review by the close of August each year.</p>	

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S 096	Continued From page 5  more recent years. She acknowledged, however that those discussions had not been documented in written evaluations for inclusion in the employee's personnel file. The PD confirmed that Employee #3 had not received a performance evaluation for the year ending August 2015. She further indicated that she would telephone their corporate office to ask about Employee #6's performance evaluations. No additional information was shared however, before the survey ended at 3:20 p.m. that day.  At the time of the survey, there was no evidence that the CPA consistently prepared annual performance evaluations for inclusion in each employee's file.	S 096		
S 097	1611.1(e) Personnel Records  (e) Record of any personnel actions;  This CONDITION is not met as evidenced by: Based on record review and interview, the CPA failed to ensure that each personnel file included a record of personnel actions, for two (2) of six (6) employee records reviewed. (Employees #4 and #6)  The findings include:  Review of personnel records on March 23, 2016, beginning at 11:00 a.m., revealed the following:  I. Employee #4's record included an application form, dated October 5, 2015. Continued review of the personnel record failed to show evidence of a written "personnel action" of any kind that documented the hiring of Employee #4. [Note: the file itself had been marked with the employee's	S 097	S097 - 1161.1 (e) Personnel Records PCCS has completed that personnel action forms and the documents were stored in another file. The PAFs have been secured and placed in the personnel file for each employee.  Employee #4 A request has been made to have a copy of the personnel action form. A letter of hire has been received and placed in the file.  Employee #6 A request has been made to have a copy of the personnel action form. A letter of hire has been received and placed in the file. PCCS's QA steps will be to ensure that PAF is included in the personnel file with the day of the form is completed for a new position.	April 30, 2016



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S 097	Continued From page 6  name and an October 5, 2015 date of hire on the visible tab (outside) that was used for filing purposes.]  II. Employee #6's record reflected that he/she had been hired as a case manager, effective January 10, 2011. Since that time, however the employee had been promoted to a senior administrative position. Continued review of the personnel record, however failed to show evidence of a written "personnel action" of any kind that documented the promotion.  The PD was queried regarding the two aforementioned personnel actions on March 23, 2016. At 2:42 p.m., she stated that the CPA did not have a human resources director and that there might be additional records kept somewhere else. She also stated that Employee #6 had been promoted "close to two years" before the survey. At 2:59 p.m., the PD stated that she would make inquiries regarding personnel actions; however, no additional information was shared before the survey ended at 3:20 p.m. that day.  At the time of the survey, there was no evidence that the CPA consistently recorded personnel actions in each employee's file.	S 097	
S 099	1611.1(g) Personnel Records  (g) Name of employee's immediate supervisor;  This CONDITION is not met as evidenced by: Based on record review and interview, the CPA failed to ensure that each personnel file included the name of the employee's immediate supervisor, for two (2) of six (6) employee records	S 099	5099 - 1161.1 (g) Personnel Records The name of the immediate supervisor is listed on the letter of hire and the PAF. The QA review will look for the PAF or letter hire to identify the person responsible for supervising each employee. At the start of the QA review period, the personnel records will be reviewed for the presence of required forms in the file.  <b>April 30, 2016</b>

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S 099	Continued From page 7 reviewed. (Employees #2 and #4)  The findings include:  Review of personnel records on March 23, 2016, beginning at 11:00 a.m., revealed the following:  I. Employee #2's record did not reflect the name of his/her immediate supervisor.  II. Similarly, Employee #4's record also failed to reflect the name of his/her immediate supervisor.  When queried about the aforementioned findings on March 23, 2016, at approximately 2:52 p.m., the PD acknowledged that Employee #2's and #4's records did not reflect the name of their immediate supervisors. During the discussion, it was noted that the CPA's Organizational Chart (not dated), which was designed as a flow chart, had lines that showed the immediate supervisor for each employee. However, at the time of the survey, the CPA failed to ensure that each employee's personnel file included the name of his or her immediate supervisor.	S 099	
S 105	1611.1(m) Personnel Records  (m) Job position description.  This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to ensure that each employee's job description was included in their personnel records, for six (6) of six (6) employee files reviewed. (Employees #1, #2, #3, #4, #5 and #6)  The finding includes:	S 105	S105 - 1161.1 (m) Personnel Records The job descriptions will be placed in file and are now compliant with the DOH's recommendations. As a practice, all job descriptions are in the DOH application for submission. Additionally, the job descriptions are given to each employee upon hire. The QA review process will include ensuring that all job descriptions are placed in the files. The quarterly audits will begin in April 2016.  April 30, 2016



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S 105	<p>Continued From page 8</p> <p>Review of personnel records on March 23, 2016, beginning at 11:00 a.m., revealed that none (0) of the six (6) personnel files reviewed included the employee's job position description.</p> <p>When the PD was informed on March 23, 2016, at approximately 2:40 p.m., that there were no job descriptions in any employee's file, she replied "ok" and was observed to note the finding. The PD stated that job descriptions existed for each position and it was standard practice for the employee to review his or her job description with their supervisor at the time that performance evaluations were reviewed.</p> <p>At the time of the survey, there was no evidence that the CPA consistently placed job position descriptions in each employee's personnel file.</p>	S 105		
S 420	<p>1639.3 Foster Home Study</p> <p>The foster home study report shall include information obtained in a minimum of three (3) face-to-face interviews with each foster parent. The home study process shall include:</p> <p>This CONDITION is not met as evidenced by: Based on record review and interview, the CPA failed to ensure that each home study report documented having incorporated at least three (3) face-to-face interviews with the prospective foster care provider, for one (1) of the two (2) foster parent files reviewed. (Parent #2)</p> <p>The finding includes:</p> <p>On March 23, 2016, beginning at 2:00 p.m., review of the home study reports provided for Parent #2, dated May 23, 2014 and May 15,</p>	S 420	<p><b>Foster Parent Records</b></p> <p>S420 – The provider shall require that each initial foster care home study report include documentation of at least three (3) face-to-face interviews with the prospective foster care provider(s). To ensure that this occurs, the provider shall only use the services of a licensed home study social worker that is certified in the SAFE home study standard and writes the home study on the SAFE approved forms. SAFE stands for Structured Analysis Family Evaluation and it aids home study social workers in performing a thorough, structured, and uniform evaluation of prospective foster care applicant's. The home study report in question was not completed using the SAFE standard and forms. The SAFE standard is accepted exclusively in Maryland and also in the District of Columbia (DC) by the DC Child and Family Services Agency (CFSA), which is the entity that licenses all foster parents living in DC.</p>	April 30, 2016

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S 420	Continued From page 9  2015, revealed the reports made no reference to applicant interviews.  On March 23, 2016, beginning at 3:11 p.m., the PD was queried regarding home study reports. She reviewed Parent #2's home studies and concurred that the reports failed to indicate the number and nature of interviews with the prospective foster parent. She stated that the CPA "always prefers" that their social workers visit the home for face-to-face interviews.  At the time of the survey, the agency failed to ensure that each home study report documented at least three (3) face-to-face interviews with prospective foster care parents.	S 420	The SAFE Home Study includes a specific <u>methodology</u> for completing a home study and has its own forms to be used to write the initial home study report. The forms prompts the SAFE certified home study worker to take specific actions and do certain things including ensuring that three face-to-face interviews are conducted.	
S 458	1639.4(n) Foster Home Study  (n) Applicants' capacity to give and receive affection;  This CONDITION is not met as evidenced by: Based on record review and interview, the CPA failed to ensure that each home study report documented the prospective foster care provider's capacity to give and receive affection, for one (1) of the two (2) foster parent files reviewed. (Parent #2)  The finding includes:  On March 23, 2016, beginning at approximately 2:00 p.m., review of the home study reports provided for Parent #2, dated May 23, 2014 and May 15, 2015, revealed the reports made no reference to the applicant's capacity to give and receive affection.	S 458	S458 – The provider shall require that each initial foster care home study report include the prospective applicant's capacity to give and to receive affection. To ensure that this occurs, the provider shall only use the services of a licensed home study social worker that is certified in the SAFE home study standard and writes the home study on the SAFE approved forms. SAFE stands for Structured Analysis Family Evaluation and it aids home study social workers in performing a thorough, structured, and uniform evaluation of prospective foster care applicant's. The home study in question was not completed using the SAFE standard and forms. The SAFE standard is accepted exclusively in Maryland and also in the District of Columbia (DC) by the DC Child and Family Services Agency (CFSA), which is the entity that licenses all foster parents living in DC.  The SAFE Home Study includes a specific methodology for completing a home study and has its own forms to be used to write the	April 30, 2016

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S 458	Continued From page 10  On March 23, 2016, beginning at 3:11 p.m., the PD was queried regarding home study reports. She reviewed Parent #2's home studies and concurred with the aforementioned findings.  At the time of the survey, the agency failed to ensure that each home study report documented the prospective foster care parent's capacity to give and receive affection.	S 458	initial home study report. The forms prompts the SAFE certified home study worker to take specific actions and do certain things including documenting the prospective applicant's capacity to give and receive affection.	
S 460	1639.4(p) Foster Home Study  (p) Ability to provide for the child's physical and emotional needs;  This CONDITION is not met as evidenced by: Based on record review and interview, the CPA failed to ensure that each home study report documented the prospective foster care provider's ability to provide for a child's physical and emotional needs, for one (1) of the two (2) foster parent files reviewed. (Parent #2)  The finding includes:  On March 23, 2016, beginning at approximately 2:00 p.m., review of the home study reports provided for Parent #2, dated May 23, 2014 and May 15, 2015, revealed the reports made no reference to the applicant's ability to provide for a child's physical and emotional needs.  On March 23, 2016, beginning at 3:11 p.m., the PD was queried regarding home study reports. She reviewed Parent #2's home studies and concurred with this surveyor's findings.  At the time of the survey, the agency failed to ensure that each home study report documented	S 460	S460 – The provider shall require that each initial foster care home study include written documentation of the prospective applicant's capacity to give and to receive affection. To ensure that this occurs, the provider shall only use the services of a licensed home study social worker that is certified in the SAFE home study standard and writes the home study on the SAFE approved forms. The home study in question was not completed using the SAFE standard and forms. SAFE stands for Structured Analysis Family Evaluation and it aids home study social workers in performing a thorough, structured, and uniform evaluation of prospective foster care applicant's. The SAFE standard is accepted exclusively in Maryland and also in the District of Columbia (DC) by the DC Child and Family Services Agency (CFSA), which is the entity that licenses all foster parents living in DC.  The SAFE Home Study includes a specific methodology for completing a home study and has its own forms to be used to write the home study report. The forms prompts the SAFE certified home study worker to take specific actions and do certain things including documenting the prospective applicant's ability to provide for a child's physical and emotional needs.	April 30, 2016

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STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:  <b>CPA-0069</b>	(X2) MULTIPLE CONSTRUCTION A. BUILDING: _____  B. WING _____	(X3) DATE SURVEY COMPLETED  <b>03/23/2016</b>
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NAME OF PROVIDER OR SUPPLIER  <b>PCC STRIDE INC</b>	STREET ADDRESS, CITY, STATE, ZIP CODE <b>3001 BLADENSBURG ROAD NE WASHINGTON, DC 20018</b>
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S 460	Continued From page 11  the prospective foster care parent's ability to provide for a child's physical and emotional needs.	S 460		
S 467	<p>1639.4(w) Foster Home Study</p> <p>(w) The applicants' economic situation including current sources of income, assets, and liabilities;</p> <p>This <b>CONDITION</b> is not met as evidenced by: Based on record review and interview, the CPA failed to ensure that each home study report included the applicant's economic situation (to include income, assets and liabilities), for two (2) of the two (2) foster parent files reviewed. (Parents #1 and #2)</p> <p>The findings include:</p> <p>I. On March 23, 2016, beginning at 1:30 p.m., review of the home study report provided for Parent #1, dated June 5, 2013, revealed the report identified the applicant's place of employment; however, it made no reference to his/her economic situation.</p> <p>II. At 2:00 p.m., review of Parent #2's home study reports, dated May 23, 2014 and May 15, 2015, revealed that while they identified the applicant's place of employment, the reports made no reference to his/her economic situation (including income, assets and liabilities).</p> <p>When the PD was queried regarding home study reports on March 23, 2016, beginning at 3:11 p.m., she reviewed the aforementioned findings and acknowledged that the reports did not reflect the applicants' economic situation. She did, however, find additional documentation</p>	S 467	<p><b>5467</b> – The provider shall require that each initial foster care home study report include documentation of the applicant's economic situation including a description of his income, assets, and liabilities. To ensure that this occurs, the provider shall only use the services of a licensed home study social worker that is certified in the SAFE home study standard and writes the home study on the SAFE approved forms. The home study report in question was not completed using the SAFE standard and forms. SAFE stands for Structured Analysis Family Evaluation and it aids home study social workers in performing a thorough, structured, and uniform evaluation of prospective foster care applicant's. The home study in question was not conducted using the SAFE standard and forms. The SAFE standard is accepted exclusively in Maryland and also in the District of Columbia (DC) by the DC Child and Family Services Agency (CFSA), which is the entity that licenses all foster parents living in DC. The SAFE Home Study includes a specific methodology for completing a home study and has its own forms to be used to write the initial home study report. The forms prompts the SAFE certified home study worker to take specific actions and do certain things including documenting a prospective applicant's economic situation.</p>	April 30, 2016

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S 467	Continued From page 12  elsewhere in the parent's files showing an outline of each parent's income and expenses.  At the time of the survey, the agency failed to ensure that each home study report documented the prospective foster care parent's economic situation (including income, assets and liabilities).	S 467		
S 468	1639.4(x) Foster Home Study  (x) A minimum of three (3) personal and community character references;  This CONDITION is not met as evidenced by: Based on record review and interview, the CPA failed to ensure that each home study report documented the prospective foster care provider's personal references, for one (1) of the two (2) foster parent files reviewed. (Parent #2)  The finding includes:  On March 23, 2016, beginning at approximately 2:00 p.m., review of the home study reports provided for Parent #2, dated May 23, 2014 and May 15, 2015, revealed the reports made no reference to the applicant's personal and community character references. Continued review of Parent #2's file, however, revealed that three (3) individuals had provided personal references (favorable) for the applicant.  On March 23, 2016, beginning at 3:11 p.m., the PD was queried regarding home study reports. She reviewed Parent #2's home studies and concurred with this surveyor's findings.  At the time of the survey, the agency failed to ensure that each home study report documented	S 468	5468 – The provider shall require that each initial foster care home study include written documentation of the prospective applicant's personal and community references and that the home study social worker either conduct face-to-face or telephonic interviews in order to verify each reference. To ensure that this occurs, the provider shall only use the services of a licensed home study social worker that is certified in the SAFE home study standard and writes the home study on the SAFE approved forms. SAFE stands for Structured Analysis Family Evaluation and it aids home study social workers in performing a thorough, structured, and uniform evaluation of prospective foster care applicant's. The home study in question was not conducted using the SAFE standard and forms. The SAFE standard is accepted exclusively in Maryland and also in the District of Columbia (DC) by the DC Child and Family Services Agency (CFSA), which is the entity that licenses all foster parents living in DC. The SAFE Home Study Includes a specific methodology for completing a home study and has its own forms to be used to write the home study report. The forms prompts the SAFE certified home study worker to take specific actions and do certain things including verifying and documenting all required references in the home study report.	April 30, 2016

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S 468	Continued From page 13  the findings of at least three (3) personal and community character references obtained for the prospective foster care parent(s).	S 468		
S 471	1639.4(aa) Foster Home Study  (aa) Description of the home and neighborhood (sleeping accommodations, recreational or study areas, storage space, housekeeping, health, and safety standards, if applicable and available resources in the community);  This CONDITION is not met as evidenced by: Based on record review and interview, the CPA failed to ensure that each home study report included a description of the applicant's home (to include sleeping accommodations, study areas, storage space and housekeeping standards), for two (2) of the two (2) foster parent files reviewed. (Parents #1 and #2)  The findings include:  I. On March 23, 2016, beginning at 1:30 p.m., review of the home study report provided for Parent #1, dated June 5, 2013, revealed the report failed to describe the applicant's home.  II. At 2:00 p.m., review of Parent #2's home study reports, dated May 23, 2014 and May 15, 2015, revealed that while they identified the applicant's neighborhood, the reports failed to describe the applicant's home.  When the PD was queried regarding home study reports on March 23, 2016, beginning at 3:11 p.m., she reviewed the aforementioned findings and acknowledged that the reports did not describe the applicants' homes.	S 471	S471 -- The provider shall require that each initial foster care home study report include a description of the prospective applicant's home and neighborhood including sleeping accommodations, recreational or study areas, storage space, housekeeping, health, and safety standards, and available resources in the community. To ensure that this occurs, the provider shall only use the services of a home study social worker that is certified in the SAFE home study standard and writes the home study on the SAFE approved forms. SAFE stands for Structured Analysis Family Evaluation and it aids home study social workers in performing a thorough, structured, and uniform evaluation of prospective foster care applicant's. The home study in question was not completed using the SAFE standard or forms. The SAFE standard is accepted exclusively in Maryland and also in the District of Columbia (DC) by the DC Child and Family Services Agency (CFSA), which is the entity that licenses all foster parents living in DC. The SAFE Home Study includes a specific methodology for completing a home study and has its own forms to be used to write the home study report. The forms prompts the SAFE certified home study worker to take specific actions and do certain things including providing a description of the prospective applicant's home and neighborhood.	April 30, 2016



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S 471	Continued From page 14  At the time of the survey, the agency failed to ensure that each home study report provided a description of the applicant's home (to include sleeping accommodations, study areas, storage space and housekeeping standards).	S 471		
S 472	1639.4(bb) Foster Home Study  (bb) Plan for substitute child care if parent is absent from home for work or other reasons; and  This CONDITION is not met as evidenced by: Based on record review and interview, the CPA failed to ensure that each home study report documented the prospective foster care provider's plan for substituted child care if he/she is absent from the home, for one (1) of the two (2) foster parent files reviewed. (Parent #2)  The finding includes:  On March 23, 2016, beginning at approximately 2:00 p.m., review of the home study reports provided for Parent #2, dated May 23, 2014 and May 15, 2015, revealed the reports indicated the applicant worked part time hours in order for him/her to be available to spend time with a foster child. The reports, however, made no reference to the a plan for substituted child care in the event that he/she is unavailable to be home for any reason.  On March 23, 2016, at 3:25 p.m., the PD reviewed Parent #2's home studies and concurred with this surveyor's findings. She further indicated that an updated home study would be conducted if/when a foster child or siblings were identified for potential placement in	S 472	S472 – The provider shall require that each initial foster care home study report include the prospective applicant's plan for substitute child care if the parent is absent from home for work or other reasons. To ensure that this occurs, the provider shall only use the services of a licensed home study social worker that is certified in the SAFE home study standard and writes the home study on the SAFE approved forms. SAFE stands for Structured Analysis Family Evaluation and it aids home study social worker's in performing a thorough, structured, and uniform evaluation of prospective foster care applicant's. The home study in question was not completed using the SAFE standard and forms. The SAFE standard is accepted exclusively in Maryland and also in the District of Columbia (DC) by the DC Child and Family Services Agency (CFSA), which is the entity that licenses all foster parents living in DC. The SAFE Home Study includes a specific methodology for completing a home study and has its own forms to be used to write the home study report. The forms prompts the SAFE certified home study worker to take specific actions and do certain things including documenting the prospective applicant's plan for substitute child care during their absence.	April 30, 2016



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S 472	Continued From page 15  Parent #2's home.  At the time of the survey, the agency failed to ensure that each home study report reflected a plan for substituted child care if the prospective foster care parent(s) is absent from the home for work or other reasons.	S 472		
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