

Health Regulation & Licensing Administration

*Annual
Received
5/4/17*

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: HCA-0015	(X2) MULTIPLE CONSTRUCTION A. BUILDING: _____ B. WING: _____	(X3) DATE SURVEY COMPLETED 03/27/2017
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NAME OF PROVIDER OR SUPPLIER POTOMAC HOME HEALTH CARE	STREET ADDRESS, CITY, STATE, ZIP CODE 5255 LOUGHBORO COMMUNITY SERVICE BLDG 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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H 000	<p>INITIAL COMMENTS</p> <p>An annual licensure survey was conducted from March 23, 2017 through March 27, 2017, to determine compliance with Title 22B DCMR, Chapter 39 (Home Care Agencies Regulations). The Home Care Agency provides home care services to eighty-four (84) patients and employs twenty-one (21) staff. The findings of the survey were based on observations, record reviews and interviews with current patients and staff.</p> <p>The following are abbreviations used within the body of this report:</p> <p>CEO - Chief Executive Officer HCA - Home Care Agency</p>	H 000	<p>The Agency utilizes a template of a contract that allows for auto renewal with 30 day notice for termination via either party. All contractors will be required to sign correct document. Our HR Department will audit these files annually to assure compliance and to assure that the correct contract is signed and ratified by both parties. (see attached)</p> <p style="text-align: right;">03/29/17</p>	
H 123	<p>3906.1(d) CONTRACTOR AGREEMENTS</p> <p>If a home care agency offers a service that is provided by a third party or contractor, agreements between the home care agency and the contractor for the provision of home care services shall be in writing and shall include, at a minimum, the following:</p> <p>(d) The procedure for submitting clinical and progress notes, periodic patient evaluation, scheduling of visits, and other designated reports;</p> <p>This Statute is not met as evidenced by: Based on interview and record review, the HCA failed to include the procedure for submitting clinical and progress notes in its contractor agreements for one (1) of four (4) contractor agreements in the sample. (Contractor #7)</p> <p>The finding includes:</p>	H 123	<p>All contracted Staff attend orientation and; at that session, all Policies and Procedures regarding scheduling of visits and provision of home care services are reviewed, discussed and signed off on by staff Educator or Supervisor. This protocol will continue to ensure all policies and procedures are followed. (see attached docs)</p>	

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

[Signature]

TITLE

CEO

(X6) DATE

4-6-17

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H 123 Continued From page 1

On March 24, 2017, at 11:10 a.m., review of Contractor #7's contract agreement revealed no documented evidence of a procedure for submitting clinical and progress notes in her contract. Interview with the clinical director on March 24, 2017, at 11:13 a.m., revealed that during the agency's orientation, Contractor #7 was informed that clinical and progress notes were to be submitted every forty-eight (48) hours. The clinical director verified that there was no documented evidence of the procedures for submitting clinical and progress notes included in Contractor #7's contract agreement.

H 123

H 126 3906.1(g) CONTRACTOR AGREEMENTS

If a home care agency offers a service that is provided by a third party or contractor, agreements between the home care agency and the contractor for the provision of home care services shall be in writing and shall include, at a minimum, the following:

(g) The duration of the agreement, including provisions for renewal, if applicable; and...

This Statute is not met as evidenced by:
Based on interview and record review, the HCA failed to include the duration of the agreement, including provisions for renewal if applicable in its contractor agreements for three (3) of four (4) contractor agreements in the sample. (Contractors #5, #6, and #9)

The findings include:

1. On March 23, 2017, at 11:40 am., during the entrance conference with the HCA's clinical

H 126

The Agency utilizes a template of a contract that allows for auto renewal with 30 day notice for termination via either party. All contractors will be required to sign correct document. Our HR Department will audit these files annually to assure compliance and to assure that the correct contract is signed and ratified by both parties. (see attached)

03/29/17

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H 126	<p>Continued From page 2</p> <p>director, it was revealed that the agency provided nursing, physical therapy, occupational therapy and speech therapy services. On March 24, 2017, at 10:26 a.m., review of the HCA's personnel files revealed that Contractor #6 had signed a contract agreement on November 24, 2009. Further review of the contract documented that "this agreement shall be in effect for a period of one year from the date of it's execution." It should be noted that there was no documented evidence that Contractor #6's agreement was renewed since 2009.</p> <p>2. On March 24, 2017, at 1:35 p.m. review of Contractor #9 contract agreement revealed that she had signed a contract agreement in 2011, and that it was effective for the period of one year. Further review of the contract failed to evidence that the contractor's agreement was renewed since 2011.</p> <p>3. On March 24, 2017, at 1:50 p.m., review of Contractor #5's agreement revealed that he had signed his contract agreement on May 7, 2014, and that it was effective for the period of one year. Further review of the contract failed to evidence that the contractor's agreement was renewed since 2014.</p> <p>On March 24, 2017, at 2:40 p.m., the clinical director contacted the CEO via telephone regarding Contractors #5, #6, and #9's contract agreements to discuss the lack of documented evidence of dates of renewal. The telephone interview with the CEO revealed that the contracts should have stated "automatic renewal," however, only one (1) of the contractor agreements reviewed, indicated "automatic renewal." (Contractor #7)</p>	H 126		
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H 126	Continued From page 3 At the time of the survey, the HCA failed to ensure provisions for renewals were included in each contract agreement for Contractors #5, #7, and #9.	H 126		
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