

Health Regulation & Licensing Administration

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: CPA-0060	(X2) MULTIPLE CONSTRUCTION A. BUILDING: _____ B. WING _____	(X3) DATE SURVEY COMPLETED 05/02/2017
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NAME OF PROVIDER OR SUPPLIER PROGRESSIVE LIFE CENTER, INC	STREET ADDRESS, CITY, STATE, ZIP CODE 1933 MONTANA AVENUE NE WASHINGTON, DC 20002
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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 May 2, 2017. The survey findings were based on interviews and review of personnel and administrative records. The sample size was three (3) personnel records. The agency did not have any adoption or foster care cases since 2012; therefore there were no case studies to review.</p> <p>Interview with the agency's Director of Performance/Contract Manager on May 2, 2017, at 10:22 a.m., revealed that the agency had not provided foster care services to children since the year of 2012. The director stated however, the Department of Youth Rehabilitation Services encouraged the agency to maintain their license status to be to be eligible to provide services when needed.</p> <p>The following are abbreviations used within the body of this report:</p> <p>CPA- Child Placement Agency</p>	S 000		
S 011	<p>1602.5 BOARD OF DIRECTORS</p> <p>Members of the Board shall be of good character as determined by letters of reference and criminal background investigations.</p> <p>This CONDITION is not met as evidenced by: Based on interview and record review, the CPA failed to ensure letters of reference were provided for two (2) of the seven (7) board members in the sample. (Board Members #5 and #6)</p> <p>The findings include:</p>	S 011		

Health Regulation & Licensing Administration

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

DL Wade

TITLE

Director of HR

(X6) DATE
6/30/2017

Health Regulation & Licensing Administration

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S 011	<p>Continued From page 1</p> <p>On May 2, 2017, beginning at 11:52 a.m., review of board members #5 and #6's files failed to include letters of references to evaluate the board members by character prior to their appointment to the Board.</p> <p>Prior to the exit conference on May 2, 2017, at 1:25 p.m., the director of human resources was not available to address the reason why the two board members were appointed without character references.</p>	S 011	<p>Progressive Life Center's (PLC) HR Department will obtain the missing references for board members #5 and #6; please see the attached references .</p> <p>PLC's HR Department will contact and obtain all references prior to the board member's appointment to the Board to ensure the deficiency does not recur.</p>	6/9/2017
S 108	<p>1612.1 Staff Functions And Qualifications</p> <p>A child-placing agency shall require at least three (3) character references for each employee prior to appointment.</p> <p>This CONDITION is not met as evidenced by: Based on interview and record review, the CPA failed to ensure employees' personnel records included three (3) letters of reference before their date of hire for one (1) of three (3) employees. (Employee #3)</p> <p>The finding includes:</p> <p>On May 2, 2017, at 11:10 a.m., review of the personnel records revealed Employee #3's date of hire was October 6, 2014. The record however, failed to evidence three letters of reference.</p> <p>At 1:25 p.m., interview with the director of performance/contract manager revealed the CPA's director of human resources was not available to address any personnel questions.</p>	S 108	<p>PLC's HR Department will conduct quarterly audits of the board members files to ensure the deficiency does not rerur.</p> <p>PLC's HR Department contacts professional references via telephone and records responses on the telephone reference check form. Please see the attached references for employee #3.</p> <p>PLC's HR Department will contact and obtain references prior to extending an employment offer to the employee to ensure the deficiency does not recur.</p> <p>PLC's HR Department will conduct quarterly audits of the employee's personnel files to ensure the deficiency does not recur.</p>	6/2/2017