

Health Regulation & Licensing Administration

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| STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION | (X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: CPA-038 | (X2) MULTIPLE CONSTRUCTION A. BUILDING: _____ B. WING: _____ | (X3) DATE SURVEY COMPLETED 03/16/2015 |
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NAME OF PROVIDER OR SUPPLIER
SASHA BRUCE YOUTHWORX INC

STREET ADDRESS, CITY, STATE, ZIP CODE
**741 8TH STREET SE
WASHINGTON, DC 20003**

| (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 March 16, 2015.</p> <p>The survey findings were based on interviews and the review of administrative and personnel records. The sample size was five (5) employees. Interview with the executive director on March 16, 2015 at 11:40 a.m., revealed the child placing agency had not conducted any adoptions or foster care services during the last survey year. (October 2014 - March 2015)</p> <p>Note: The below are abbreviations that may appear throughout the body of this report.</p> <p>Child Placing Agency - CPA Board of Director - BOD Executive Director - ED Human Resources Director - HRD Human Resources Assistant - HRA</p> | S 000 | <p>899 North Capitol St., N.E Washington, D.C. 20002</p> <p><i>Received 11/16/15</i></p> | |
| S 009 | <p>1602.3 Board Of Directors</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 BOD included "past consumers of services" of a CPA, for twelve (12) of twelve (12) board members.</p> <p>The finding includes:</p> <p>On March 16, 2015, at approximately 11:30 a.m.,</p> | S 009 | <p><u>DATE OF CORRECTIVE ACTION:</u> Monday, 23 March 2015</p> <p><u>CORRECTIVE ACTION:</u> "Past consumers of services" will be included on the board agenda in order to best utilize the crucial experiences of individuals who have experienced homelessness and/or have received services from Sasha Bruce Youthwork Inc. Sasha Bruce board members will also include their own involvement or experience with CPA agencies, as it was not realized one board member was providing host home services to two young people as part of a CPA.</p> <p><i>(continued onto next page)</i></p> | |

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

Deborah Stone

TITLE
Executive Director

(X8) DATE
4/23/15

Health Regulation & Licensing Administration

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| STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION | (X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: CPA-036 | (X2) MULTIPLE CONSTRUCTION A. BUILDING: _____ B. WING: _____ | (X3) DATE SURVEY COMPLETED 03/16/2015 |
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| S 009 | <p>Continued From page 1</p> <p>review of the June 12, 2014 meeting minutes revealed the BOD names, the meeting agenda and the minutes. The minutes did not however, indicate if any BOD members had past experience receiving services from a CPA.</p> <p>Interview with the agency's HRA on March 16, 2015, at 11:45 a.m., confirmed that no one on the BOD is a past consumer of services from a CPA.</p> <p>At the time of the survey, there was no evidence that past consumers of CPA services participated as a member of the BOD.</p> | S 009 | <p>MEASURES:</p> <p>At quarterly board meetings, the advisory board (comprised of past consumers of services) will present or respond to an action item in regards to past consumers' experience to ensure SBY is in compliance and is making efforts to provide the most effective youth-centric services.</p> <p>QUALITY ASSURANCE PLAN:</p> <p>The board developed an advisory board of past consumers which consults with the Executive Director on a regular basis (bi-weekly, as needed) and is expected to provide input at quarterly board meetings on programming and policies. Board members will also be encouraged to disclose involvement with CPA's within their bio's.</p> | |
| S 092 | <p>1611.1 Personnel Records</p> <p>Each child-placing agency shall have a personnel file on each employee, which shall include, but not be limited to, the following:</p> <p>This CONDITION is not met as evidenced by: Based on interview and record review, the agency failed to ensure a personnel file was provided for review for one (1) of six (6) employees. (Employee #2 - ED)</p> <p>The finding includes:</p> <p>During the entrance conference with the agency's HRD on March 16, 2015, beginning at 10:56 a.m., the personal files for all employees working with the child placement agency were requested for review.</p> <p>On March 16, 2015, at 11:54 a.m., the ED introduced herself and revealed her role and offered her assistance to the surveyors during the review, if needed.</p> | S 092 | <p>DATE OF CORRECTIVE ACTION:</p> <p>Tuesday, 17 March 2015</p> <p>CORRECTIVE ACTION:</p> <p>Upon retrieval of ED file folder, it was replaced to it's proper location within alphabetical order of all employee file folders.</p> <p>MEASURES:</p> <p>All employee files should be kept in alphabetical order in Office 6 at the 745 8th Street SE office (Human Resources). Upon retrieval of ED file folder, it was replaced to it's proper location within alphabetical order of all employee file folders.</p> <p>QUALITY ASSURANCE PLAN:</p> <p>Following the misfiling of the ED folder, the entire employee file cabinet was reorganized, with each file getting its own labels, own hanging folder, and file organization within each folder. Folders are checked for organization and order on a bimonthly basis, sooner if needed.</p> | |

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| S 092 | <p>Continued From page 2</p> <p>The review of the available personnel files on March 16, 2015, at 12:05 p.m., however revealed the file for Employee #2 was not included. On March 16, 2015, at 12:25 p.m., the HRD reported that she would continue to search for the ED human resource file.</p> <p>At the time of the survey exit on March 16, 2015, at 1:25 p.m., Employee #1 stated that she had continued to search for the ED's personnel file, but was unable to locate it.</p> | S 092 | | |