

DEPARTMENT OF HEALTH
 HEALTH REGULATION & LICENSING
 ADMINISTRATION
 INTERMEDIATE CARE FACILITIES DIVISION

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION

Name of Facility:		Street Address, City, State, ZIP Code:		Survey Date:	
Latin American Youth Center		1419 Columbia Road, NW. Washington, D.C. 20011		7/21-22/09	
				Follow-up Date(s):	
Regulation Citation	Statement of Deficiencies	Ref. No.	Plan of Correction	Completion Date	
Title 29 Chapter 16	<p>An annual inspection was conducted on July 21, 2009, through July 22, 2009, to determine compliance with Chapter 16, Standards of Placement, Care and Services for Child Placing.</p> <p>The survey findings were based on record review and staff interviews. The sample sizes was six (6) employee records based on a census of seven (7), seven (7) foster parent records based on a census of seven (7) and (12) foster child record based on a census of ten (12), foster child records.</p> <p>The agency was found to be in substantial compliance with Title 29 Chapter 16, Standards of Placement, Care and Services for Child Placing, however the following deficiencies were cited.</p>		<p>Received 10/1/09</p> <p>GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH HEALTH REGULATION ADMINISTRATION 825 NORTH CAPITOL ST., N.E., 2ND FLOOR WASHINGTON, D.C. 20002</p>		

[Signature]
 Name of Inspector

[Signature]
 Date Issued

Facility Director/Designee

[Signature]
 Date

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION
 1611
 Personnel Records

<p>1611.1 (a)</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>(a) The application for employment or resume:</p>	<p>Based on record review and interview, the agency failed to obtain applications for employment, for six (6) of the six employees. (Employees #1, #2, #3, #4, #5 and #6).</p> <p>The finding includes:</p> <p>Review of personnel records on July 22, 2009, at approximately 11:00AM, revealed that employees #1, #2, #3, #4, #5 and #6 did not have employment applications available for review. Interview with the Program Manager on July 22, 2009, at 11:45 AM indicated that the agency does not have an application for employment.</p>	<p>Program Manager will implement corrective action for all Program Employees affected by this practice, including:</p> <ul style="list-style-type: none"> Development of an application. Have every program employee complete the employment application. 	<p>The LAYC Program Manager will review all Foster Care Child Placing Agency Program files and make sure that those employees have an employment application on file by September 11th, 2009.</p>	<p>Effective August 21, 2009, in part of standard hiring procedure, the LAYC office of personnel will require new employees to complete an employment application and make sure that it is in file by first day of employment.</p>	<p>As part of the LAYC Child Placing Agency Program quality assurance review, the Program Manager, along with the LAYC personnel office staff will go through every LAYC Child Placing Agency Program employee file once per year to make sure that all required documentation, including employment application, educational credential, medical evaluation, letters of reference, training record and other pertinent documents are current and in file.</p>	<p>September 11th, 2009</p>
<p>1611.1 (b)</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>						



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<p>1611.1(c)</p>	<p>(b) Applicant's educational credentials:</p> <p>Based on record review and interview, the agency failed to obtain educational credentials, for two (2) of six (6) employees. (Employees #4 and #6).</p> <p>The finding includes:</p> <p>Review of personnel records on July 22, 2009 at approximately 11:00AM revealed that employees #4 and #6 did not have their educational credentials available for review. Interview with the Program Manager on July 22, 2009, at 11:45 AM indicated that employee #6 has not had her educational credentials in the records since she had been employed with the agency (approximately 30 years). The Program Manager indicated that employee #4's credentials would be obtained.</p> <p><i>Each child-placing agency shall have a personnel file on each employee, which shall include, but not be limited to, the following:</i></p> <p>(c) At least three (3) letters of reference;</p> <p>Based on record review and interview, the agency failed to obtain applicants educational credentials, for two (2) of the six (6) employees. (Employees #4</p>	<table border="1"> <tr> <td data-bbox="235 1039 568 1207"> <p>Program Manager will implement corrective action for all Program Employees affected by this practice, including: Making sure that current and future employees have their educational credentials in their personnel files.</p> </td> <td data-bbox="235 1207 568 1375"> <p>The LAYC Program Manager will review all Foster Care Child Placing Agency Program files and make sure that those employees have at least three letters of reference in their personnel files by September 11th, 2009.</p> </td> <td data-bbox="235 1375 568 1543"> <p>Effective August 21, 2009, as part of standard hiring procedure, the LAYC office of personnel will require new employees to complete an employment application and make sure that it is in file by first day of employment.</p> </td> <td data-bbox="235 1543 568 1732"> <p>As part of the LAYC Child Placing Agency Program quality assurance review, the Program Manager, along with the LAYC personnel office staff will go through every LAYC Child Placing Agency Program employee file once per year to make sure that all required documentation, including employment application, educational credential, medical evaluation, letters of reference, training record and other personnel documents are correct and in file.</p> </td> </tr> </table>	<p>Program Manager will implement corrective action for all Program Employees affected by this practice, including: Making sure that current and future employees have their educational credentials in their personnel files.</p>	<p>The LAYC Program Manager will review all Foster Care Child Placing Agency Program files and make sure that those employees have at least three letters of reference in their personnel files by September 11th, 2009.</p>	<p>Effective August 21, 2009, as part of standard hiring procedure, the LAYC office of personnel will require new employees to complete an employment application and make sure that it is in file by first day of employment.</p>	<p>As part of the LAYC Child Placing Agency Program quality assurance review, the Program Manager, along with the LAYC personnel office staff will go through every LAYC Child Placing Agency Program employee file once per year to make sure that all required documentation, including employment application, educational credential, medical evaluation, letters of reference, training record and other personnel documents are correct and in file.</p>	<p>September 11th, 2009</p>
<p>Program Manager will implement corrective action for all Program Employees affected by this practice, including: Making sure that current and future employees have their educational credentials in their personnel files.</p>	<p>The LAYC Program Manager will review all Foster Care Child Placing Agency Program files and make sure that those employees have at least three letters of reference in their personnel files by September 11th, 2009.</p>	<p>Effective August 21, 2009, as part of standard hiring procedure, the LAYC office of personnel will require new employees to complete an employment application and make sure that it is in file by first day of employment.</p>	<p>As part of the LAYC Child Placing Agency Program quality assurance review, the Program Manager, along with the LAYC personnel office staff will go through every LAYC Child Placing Agency Program employee file once per year to make sure that all required documentation, including employment application, educational credential, medical evaluation, letters of reference, training record and other personnel documents are correct and in file.</p>				



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CRFMR Rev. 9/02

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<p>1611.1 (h)</p>	<p>The finding includes: Review of personnel records on July 22, 2009 at approximately 11:00 AM revealed that employees #4 and #6 did not have their educational credentials available for review. Interview with the Program Manager on July 22, 2009, at 11:45 AM indicated that employee #6 has not had her educational credentials in the records since she had been employed with the agency (approximately 30 years). The Program Manager indicated that employee #4's credentials would be obtained.</p> <p><i>Each child-placing agency shall have a personnel file on each employee, which shall include, but not be limited to, the following:</i></p> <p><i>(h) Documentation of participation in, in-service training;</i></p> <p>The finding includes: Review of personnel records on July 21, 2009, at approximately 11:00 AM revealed that employee #6 did not have available for review, in-service training of any kind. Interview with the Program Manager</p>	<p>Program Manager will implement corrective action for all Program Employees affected by this finding, including: Completion and Placement of in-service training log for all employees of the LAYC Child Placing Agency Program.</p> <p>The LAYC Program Manager will review all Foster Care Child Placing Agency Program files and make sure that those employees who do not have an in-service training log have one by December 15th, 2009. Completion of training hours may take a good three months for some of our employees.</p> <p>Effective August 31, 2009, as part of standard procedure, the Social Services Division Director will ensure that program employees are afforded training opportunities; the Program Manager will make sure that each employee has an up to date training log in their personnel files.</p> <p>As part of the LAYC Child Placing Agency Program quality assurance review, the Program Manager, along with the LAYC personnel office staff will go through every LAYC Child Placing Agency Program employee file once per year to make sure that all required documentation, including employment application, educational credentials, medical evaluation, letters of reference, training record and other pertinent documents are current and in file.</p>	<p>December 15th, 2009</p>
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<p>1611.1 (k)</p>	<p>on July 22, 2009, at 11:30 AM confirmed the findings.</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>(k) Physical examination reports required in Section 1612.2.</p> <p>Based on record review and interview, the agency failed to ensure physical examinations were conducted, for two (2) of the six (6) employees. (Employee #5 and #6)</p> <p>The finding includes:</p> <p>Review of personnel records on July 22, 2009, at approximately 2:00 PM revealed that Employee (5) and six (6) did not have current physical examinations. Interview with the Program Manager and office staff confirmed the findings.</p>	<p>Program Manager will implement corrective action for all Program Employees affected by this practice, including: Make sure that all Program employees have a current annual physical examination in file.</p>	<p>The LAYC Program Manager will review all Foster Care Child Placing Agency Program files and make sure that all program employees have a physical examination certificate in their personnel file by November 1, 2009.</p>	<p>Effective August 21, 2009, as part of standard hiring procedure, the LAYC office of personnel will require employees to complete an annual physical examination, to renew it on an annual basis and to keep it in their personnel file.</p>	<p>As part of the LAYC Child Placing Agency Program quality assurance review, the Program Manager, along with the LAYC personnel office staff will go through every LAYC Child Placing Agency Program employee file once per year to make sure that all required documentation, including employment application, educational credential, medical evaluation, letters of reference, training record and other pertinent documents are current and in file.</p>	<p>November 1, 2009</p>
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<p>1611.1 (m)</p>	<p>Each child-placing agency shall have a personnel file on each employee, which shall include, but not be limited to, the following: <i>(m Job position description;</i> Based on record review and interview, the agency failed to ensure job descriptions were available for review, for one (1) of the six (6) employees. (Employee #6). The finding includes: Review of personnel records on July 22, 2009, at approximately 11:00 AM revealed that employee # 6 did not have a job position description. Interview with the Program Manager and Office Staff confirmed the findings.</p>	<p>Program Manager will implement corrective action for all Program Employees affected by this practice, including: Make sure that all employees have a job description in their personnel files.</p>	<p>The LAYC Program Manager will review all Foster Care Child Placing Agency Program files and make sure that those employees have a job description on their personnel files by September 11, 2009.</p>	<p>Effective August 21, 2009, as part of standard hiring procedure, the LAYC office of personnel will make sure that all employees have their job descriptions in file.</p>	<p>As part of the LAYC Child Placing Agency Program quality assurance review, the Program Manager, along with the LAYC personnel office staff will go through every LAYC Child Placing Agency Program employee file once per year to make sure that all required documentation, including employment application, educational, credential, medical evaluation, letters of reference, training record and other pertinent documents are current and in file.</p>	<p>September 11th, 2009</p>
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