

Health Regulation & Licensing Administration

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION		(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:  CPA-057	(X2) MULTIPLE CONSTRUCTION A. BUILDING _____ B. WING _____	(X3) DATE SURVEY COMPLETED  01/06/2012
NAME OF PROVIDER OR SUPPLIER  THE NATIONAL CENTER FOR CHILDREN AND		STREET ADDRESS, CITY, STATE, ZIP CODE 220 I STREET NE WASHINGTON, DC 20002		
(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
S 000	Initial Comments  An annual inspection was conducted from January 4, 2012, through January 6, 2012. The survey findings were based on record reviews and staff interviews. The sample sizes were twenty seven (27) personnel records based on a census of twenty seven (27), thirteen (13) foster parent records based on a census of thirteen (13) and eighteen (18) foster child records based on a census of eighteen (18).	S 000	Received 1/31/12 Department of Health Health Regulation & Licensing Administration Intermediate Care Facilities Division 899 North Capitol St., N.E. Washington, D.C. 20002	
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 child-placing agency (CPA) failed to ensure that employees had annual performance evaluations signed by both the employee and the supervisor, for seven (7) of twenty-seven (27) employees hired by the agency. (Employees #1, #14, #15, #16, #18, #25, and #26)  The finding includes:  On January 6, 2011, beginning at 10:52 a.m., review of the personnel records revealed no evidence that Employees #1, #14, #15, #16, #18, #25, and #26 had annual performance evaluations signed by both the employees and the supervisor. Interview with the Division Manager on the same day at approximately 3:35 p.m., confirmed that annual performance evaluations had not been updated for the aforementioned employees.	S 096	Of the 7 overdue performance evaluations, 1 performance evaluation was present at time of audit (#16), 3 performance evaluations have been completed and filed in the employee records. The remaining 3 evaluations will be completed and submitted to the Human Resources Department no later than January 31, 2012. To prevent this issue in the future, the Human Resources Department will provide the Division Manager with a list of employees and evaluation due dates and follow-up on the status of performance evaluation monthly. The Division Manager will remind supervisors of impending evaluations 30 days prior to the evaluation due date. The Division Manager will sign off on the evaluation 7 days prior to due date and place in the inner office mail for review by the Deputy Director of Program Administration and submission to the Human Resources Department for inclusion in the personnel record.	
S 103	1611.1(k) Personnel Records	S 103		

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LABORATORY DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE *[Signature]* DIRECTOR, QUALITY ASSURANCE TITLE (X6) DATE 1/26/2012

STATE FORM

6899

30KQ11

If continuation sheet 1 of 3

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S 103	Continued From page 1  (k) Physical examination reports required in section 1612.2;  This <b>CONDITION</b> is not met as evidenced by: Based on record review and interview, the agency failed to ensure that six (6) of twenty-seven (27) employees had available for review, a current physical examination report as required in section 1612.2. (Employees #5, #7, #21, #22, #25 and #27)  The finding includes:  On January 6, 2011, beginning at 10:52 a.m., review of the personnel records revealed no evidence that Employees #5, #7, #21, #22, #25, and #27 had current physical examination reports in their files. Interview with the Division Manager on the same day at approximately 3:40 p.m., confirmed that there were no current physical examination reports for the aforementioned employees in the files .	S 103	The Human Resources Department has notified the employees of the missing documentation and has instructed them to submit a physical examination report or documentation of a scheduled physical examination appointment by January 31, 2012 for inclusion in the personnel record. To prevent this issue in the future, the Human Resources Department will notify employees at least 60 days prior to the expiration of their previous physical examination report to submit annual physical examination documentation. Copies of notifications will also be forwarded to the immediate supervisor and/or Program Director and the Division Manager to monitor and ensure compliance.	
S 465	1639.4(u) Foster Home Study  (u) A summary of reports from physical examination of each person in the household within six (6) months of the study which verifies that persons in the household do not have communicable diseases, any specific illness, or disabilities which would interfere with the family's ability to parent a child;  This <b>CONDITION</b> is not met as evidenced by: Based on record review and interview, the agency failed to ensure that physical examinations of each person in the household within six (6) months of the study did not have communicable diseases, any specific illness, or disabilities, for two of thirteen foster home study records	S 465		

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S 465	Continued From page 2 reviewed. (Foster parents #1 and #4.)  The finding includes:  On January 5, 2011, beginning at approximately 10:30 a.m., review of the foster parents' record revealed the following:  a. Three (3) foster children living with Foster Parent #1 had expired physical examinations in the files.  b. An adult family member living with Foster Parent #4 had an expired physical examination in the file.  Interview with the Division Manager and Coordinator of Foster Parent Services on January 6, 2011, at approximately 10:18 a.m. and 3:30 p.m., respectively, confirmed the aforementioned findings.	S 465	The Coordinator of Foster Parent Services has notified the foster parents regarding the need for medical documentation. Foster Parent #1 has been given until January 30, 2012 to submit documentation of physical examination or a scheduled appointment for the foster youth in care in the home. Foster Parent #3 is a respite provider. No children are currently placed or will be placed in the home until the requirement has been satisfied.  To prevent this issue in the future, the Coordinator of Foster Parent Services will ensure that reminder letters of expiring documentation are sent out to foster parents 6 months, 3 months, 60 days, and 30 days prior to the expiration date of the required documentation.	