

Health Regulation & Licensing Administration

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 02/03/2012
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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
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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	Initial Comments	S 000		
	<p>An annual inspection was conducted on February 2, 2012, through February 3, 2012. The survey findings were based on record review and staff interview. The sample size was twenty five (25) employee records based on a census of twenty five (25).</p>			
S 096	1611.1(d) Personnel Records	S 096	<p>Sasha Bruce Youthwork is committed to completing yearly performance evaluations on all employees. To accomplish this goal, the due date for the evaluations will be added to the spreadsheets that are audited monthly by Human Resources. Program Managers will be given a 45 day notice by Human Resources when they have an employee due for a yearly evaluation. Additionally, the Director of Community Programs and the Director of Residential Programs will update their managers in the monthly manager's meetings with names of employees who are due for evaluations the following month. Human Resources will monitor the personnel files via monthly audits to ensure compliance with this condition. The three above conditions: 1) adding a column to the employee spreadsheets to include employee evaluations and ensure systemic auditing, 2) Program Directors notifying managers at monthly Managers meetings of upcoming performance evaluations, and 3) monthly auditing of personnel files by Human Resources to ensure non-compliance does not recur will be completed by February 29, 2012.</p>	
	<p>(d) Annual performance evaluations signed by both the employee and supervisor;</p> <p>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 fifteen (15) of twenty five (25) employees hired by the agency. (Employees #3, #4 #5, #6, #7, #8, #9, #10, #12, #13, #19, #21, #23, #24, and #25)</p> <p>The finding includes:</p> <p>Review of personnel records beginning on February 2, 2012, at approximately 9:30 a.m. revealed that Employees #3, #4 #5, #6, #7, #8, #9, #10, #12, #13, #19, #21, #23, #24, and #25 had no evidence of an annual performance evaluation signed by both the employees and the supervisor for review.</p> <p>An interview with the Managing Director of Community Programs on February 3, 2012, at approximately 3:30 p.m. verified that the annual performance evaluations were not available.</p>			
S 100	1611.1(h) Personnel Records	S 100		

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LABORATORY DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE	TITLE <i>Deborah Lewis</i> ED	(X6) DATE 2/22/12
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S 100	Continued From page 1 (h) Documentation of participation in in-service training; This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to ensure that seven (7) of twenty five (25) employees had proof that they had participated in in-service training. (Employees #1, #2, #7, #12, #15, #18, and #21) The finding includes: Review of personnel records on February 2, 2012, beginning at approximately 9:30 a.m., revealed the agency failed to ensure that Employees #1, #2, #7, #12#15, #18, and #21 had participated in in-service training. An interview with the Managing Director of Community Programs on February 3, 2012, at approximately 3:30 p.m. verified that proof employees had participated in in-service training were not available.	S 100	Sasha Bruce Youthwork is dedicated to extensive, ongoing in-service training for all employees. To ensure compliance with this condition, all managers will submit an in-service training curriculum to Program Directors at April's monthly manager's meeting. Managers will distribute their training schedule to all other managers as well to ensure there are sufficient training opportunities for employees and also encourage interdisciplinary education. Managers will send copies of completed training certificates to Human Resources for employee personnel files and/ or program training binders. Human Resources will conduct regular audits to ensure compliance with this condition. This process will be completed by February 29, 2012	
S 105	1611.1(m) Personnel Records (m) Job position description. This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to obtain a job position description for four (4) of twenty five (25) employees. (Employees #10, #11, #18, and #24) The finding includes: Review of personnel records on February 3, 2012, beginning at approximately 9:30 a.m	S 105		

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S 105	<p>Continued From page 2</p> <p>revealed that Employees #10, #11, #18, and #24 records did not have a copy of their job position description available for review .</p> <p>An interview with the Managing Director of Community Programs on February 3, 2012, at approximately 3:30 p.m. verified that job position descriptions were not available.</p>	S 105	<p>Sasha Bruce Youthwork completes job descriptions for every employee to ensure that our staff understands their responsibilities. Four of our personnel files did not reflect this. To correct this deficiency, Human Resources will make certain that job descriptions are in the New Hire employee packet for all employees and that they are signed and placed in the personnel file on the day of hire. During monthly audits of personnel files, Human Resources will ensure compliance with this action. This will be implemented by February 29, 2012</p>