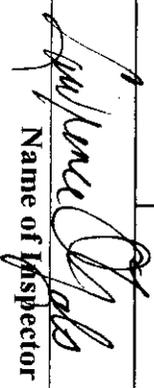


DEPARTMENT OF HEALTH  
 HEALTH REGULATION & LICENSING  
 ADMINISTRATION  
 INTERMEDIATE CARE FACILITIES DIVISION

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION

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| <b>Name of Facility:</b><br>Sasha Bruce Youthwork Inc.                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Street Address, City, State, ZIP Code:</b><br>741 8 <sup>th</sup> Street S.E.<br>Washington, D.C. 20003 |                                                                                                                                                                                                                                      | <b>Survey Date:</b> 02-20-09 |  |
|                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Follow-up Date(s):</b>                                                                                  |                                                                                                                                                                                                                                      |                              |  |
| <b>Regulation Citation</b><br><br>Title 22<br>Chapter 16<br><br>1610.3 | <b>Statement of Deficiencies</b><br><br>Annual licensure inspections were conducted on your agency on February 20 <sup>th</sup> 2009. The following deficiencies were found at the time of these inspections. The Sample size for the personnel record review was thirteen (13) based on a census of approximately one hundred thirty six (36) employee records. The findings were based on personnel record review.<br><br><p style="text-align: center;">1600<br/><u>Personnel Records</u></p> The policies and procedures shall include, but not be limited to, the following:<br><br>(a) Written job descriptions and titles for each position defining the qualifications, duties, and lines of authority; | <b>Ref. No.</b>                                                                                            | <b>Plan of Correction</b><br><br><i>Revised 5/6/09</i><br><br>GOVERNMENT OF THE DISTRICT OF COLUMBIA<br>DEPARTMENT OF HEALTH<br>HEALTH REGULATION ADMINISTRATION<br>825 NORTH CAPITOL ST., N.E., 2ND FLOOR<br>WASHINGTON, D.C. 20002 | <b>Completion Date</b>       |  |

  
 Name of Inspector

Date Issued

  
 Facility Director/Designee

4/29/09  
 Date



GOVERNMENT OF  
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DEPARTMENT OF HEALTH  
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STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION

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| 1611.1 | <p>Based on record review the Child Placing Agency (CPA) failed to enact an effective system to ensure the documentation of any job descriptions for all thirteen (13) of the employee files that were reviewed.</p> <p>The findings include:</p> <p>Review of the personnel records on February 20, 2009, at approximately 1:30 PM revealed that the CPA did not have copies of written job descriptions in their records.</p> <p>In an interview with the Director of Operations and the Executive Director on February 20, 2009 at approximately 4:00 PM, it was revealed that the CPA did not have copies of written job descriptions in the employee records.</p> <p>(d) annual performance evaluations signed by both employee and supervisor;</p> <p>Based on record review the CPA failed to enact an effective system to ensure the documentation of annual performance evaluations for four (4) of thirteen (13) of the employee files that were reviewed. (Employees # 3, # 7, # 8 and # 9)</p> | <p>Sasha Bruce Youthworks, Inc. is in the process of re-writing job descriptions. SBY have provided new SBY employees with written copies of the job descriptions and these descriptions are being placed in the in the HR employee files. We are currently placing job descriptions in all employees HR file.</p> | <p>6/30/09</p> |
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| <p>1611.1</p> | <p>The findings include:</p> <p>Review of the personnel records on February 20, 2009, at approximately 1:45 PM revealed that the CPA did not have copies of signed annual performance evaluations in their records on file for four out of thirteen employees. (Employees # 3, # 7, # 8 and # 9)</p> <p>In an interview with the Director of Operations and the Executive Director on February 20, 2009 at approximately 4:00 PM, it was acknowledged that the CPA did not have copies of signed annual performance evaluations on file for all employees.</p> <p>(f) Documentation of any professional licensure</p> <p>Based on record review the CPA failed to enact an effective system to ensure the documentation of any professional licensure for one (1) out of thirteen (13) employees. ( Employee # 8)</p> <p>The findings include:</p> <p>Review of the personnel records on February 20, 2009, at approximately 2:00 PM revealed that the CPA did not</p> | <p>Sasha Bruce has conducted several evaluations. Both the employee and the supervisor are signing off on the evaluations are they are placed in the individual HR files. We are placing evaluations due dates in our data base system for a reminder of when evaluations are due.</p> | <p>le/30/09</p> |
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| <p>1611.1</p> | <p>have a copy of the professional licensure on file for the licensed social worker.<br/>In an interview with the Director of Operations and the Executive Director on February 20, 2009 at approximately 4:00 PM, it was acknowledged that the CPA did not have a copy of the professional licensure for the licensed social worker.<br/><br/>(k) Physical examination reports required in section 1612.2:<br/><br/>Based on record review the CPA failed to enact an effective system to ensure the documentation of physical examinations for four (4) out of thirteen (13) employees. (Employees # 2, # 6, # 8 and # 10).<br/><br/>The findings include:<br/><br/>Review of the personnel records on February 20, 2009, at approximately 4:00 PM revealed that the CPA did not have copies of the physical examinations on file for four out of thirteen employees. (Employees # 2, # 6, # 8 and # 10)<br/><br/>In an interview with the Director Of Operations and the Executive Director on February 20, 2009 at approximately 4:15 PM it was acknowledged that the CPA did not have copies of the physical examinations for</p> | <p>Sasha Bruce is working diligently to identify employees who don't have licensures on file and are requesting these licensures be sent to the HR Department and placed in the individual HR files. Human resources will conduct a six month review to assure that all licensures are in the personnel files and are up to date.<br/><br/>The Human Resources Department is currently notifying employees who do not have up to date physical exam reports on file. SBY is requesting employees to have these reports in by 6/15/09. A six month review will be conducted on a regular basis.</p> | <p>6/30/09<br/><br/>6/30/09</p> |
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STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION

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| <p>1612.2</p> | <p>all employees on file.</p> <p>There was no documented evidence that the CPA had copies of physical examinations for all employees.</p> <p style="text-align: center;"><u>Staff Functions And Qualifications</u></p> <p>Each child-placing agency shall require a written report on the applicants on the applicant's mental and physical conditions including addictions which could adversely affect the applicant's capacity to work with children.</p> <p>Based on record review the CPA failed to enact and effective system to ensure the applicants mental and physical conditions including addictions which could adversely affect the applicant's capacity to work with children for four (4) out of thirteen (13) employees. (Employees # 2, # 6, # 8 and # 10).</p> <p>The findings include:</p> <p>Review of the personnel records on February 20, 2009, at approximately 4:05 PM revealed that the CPA did not have copies of the applicant's mental and physical conditions including addictions on file for four out of thirteen employees. (# 2, # 6, # 8 and # 10)</p> |  |  |
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|  | <p>In an interview with the Director Of Operations and the Executive Director on February 20, 2009 at approximately 4:15 PM it was acknowledged that the CPA did not have copies of the applicant's mental and physical conditions including addictions for all employees on file.</p> <p>There was no documented evidence the CPA had copies of the applicant's mental and physical conditions including addictions for all employees on file</p> | <p>Sasha Bruce is requiring all staff to have up to date physical examinations as well as drug screens by 6/15/09. SBY is also performing random drug tests with staff. A six month review will be conducted on a regular basis for compliance.</p> | <p>6/30/09</p> |
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