DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES
CORRECTIVE ACTION PLAN

License #: **1217-14-008**
Organization Name: **ELK HILL FARM, INC.**

Date of Inspection: **12-02-2022**
Program Type/Facility Name: **14-008 Elk Hill - Spring Garden**

Standard(s) Cited	Comp	Description of Noncompliance	Actions to be Taken	Planned Comp. Date
12VAC35-46-1070. C. - The provider shall notify the department within 24 hours of any serious illness or injury, any death of a resident, and all other situations as required by the department. Such reports shall include: 1. The date and time the incident occurred; 2. A brief description of the incident; 3. The action taken as a result of the incident; 4. The name of the person who completed the report; 5. The name of the person who made the report to the placing agency and to either the parent or legal guardian; 6. The name of the person to whom the report was made.	N	Elk Hill - Spring Garden This regulation was NOT MET as evidenced by: CHRIS Number: 20220085 Date/Time of Discover: 11/03/2022 12:45PM Enter Date/Time: 11/10/2022 2:00PM Reporting Delay: 145:15:00 Location Name: Elk Hill - Spring Garden	PR) 12/20/2022 PR: Program Director did not enter the medical incident that occurred on 11/3/2022 into the CHRIS system until 11/10/2022. The Program Director will ensure that all Patient First medical visits are entered in the CHRIS system. Residential Coordinator will meet with the Program Director during monthly supervision to go over the expectations. Residential Coordinator will ensure that all Patient First medical visits are entered into the CHRIS system. OLR) Partially Accepted 12/22/2022 In addition to the above, the provider response needs to include the following: 1. Include a plan of action to address systematic changes (process/protocols, etc) that have been or will implemented to ensure you remain in compliance of the regulation. 2. Provider is encouraged to review Office of Licensing CHRIS Training and Guidance documents located on the DBHDS website as a basis for staff training to understand when Patient First visits required to be entered in CHRIS. You will find a document that contains links to the training and guidance documents uploaded within the CAP for your convenience. PR) 12/29/2022 PR: 1. Program Director will enter all emergency	12/29/2022

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			medical appointment into the CHRIS system. Over the next three months the Residential Coordinator will continue to review all medical incidents with the Program Director to determine if the incident needs to be entered into the CHRIS system to ensure that Elk Hill Spring Garden remain in compliance of the regulations. PR: 2. Program Director will review Office of Licensing CHRIS Training portal to get a better understanding of when Patient First visits are required to be entered in the CHRIS system. This will be completed by 1/6/2023. Residential Coordinator will ensure that the Program Director has reviewed all documentation. OLR) Accepted 01/04/2023	

General Comments / Recommendations:

I understand it is my right to request a conference with the reviewer and the reviewer's supervisor should I desire further discussion of these findings. By my signature on the Corrective Action Plan, I pledge that the actions to be taken will be completed as identified by the date indicated.

Lakesha Steele, Incident Management Unit	(Signature of Organization Representative)	Date

C = Substantial Compliance, N = Non Compliance, NS = Non Compliance Systemic, ND = Non Determined