DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES
CORRECTIVE ACTION PLAN

Investigation ID: **13**
License #: **1217-14-011**
Organization Name: **ELK HILL FARM, INC.**

Date of Inspection: **12-09-2024**
Program Type/Facility Name: **14-011 Duncan Cottage**

Standard(s) Cited	Comp	Description of Noncompliance	Actions to be Taken	Planned Comp. Date
12VAC35-46-1070. A. - Any serious incident, accident, or injury to the resident; any overnight absence from the facility without permission; any runaway; and any other unexplained absence shall be reported within 24 hours (i) to the placing agency; (ii) to either the parent or legal guardian, or both as appropriate; and (iii) noted in the resident's record.	N	Duncan Cottage This regulation was NOT MET as evidenced by: As part of this investigation, Indivdiaul #1's record was reviewed. There were eleven serious incident reports documented in their record. Four of these eleven incidents were not entered into Individual #1's record within 24 hours of the incident. Serious Incident Report dated for 11/20/23 was not entered into record until 11/22/23; Serious Incident report dated 1/17/24 was not entered into the record until 1/31/24; Serious Incident Report dated 2/4/24 was not entered until 11/7/24 and Serious Incident Report dated for 9/6/24 was entered on 9/9/2024. And one of the eleven serious incidents were not reported to the legal guardian within 24 hours. Per the serious incident report dated for 2/4/24 this incident was not reported to Individual #1's legal guardian until 10/16/24. The provider failed to note four incidents in Indivdiaul #1's record within 24 hours and failed to report one incident to the legal guardian within 24 hours.	PR) 12/24/2024 PR: The incident that took place occurred in Massie Cottage and not Duncan Cottage. The Program Director will be conducting a training with all of Massie Cottage employees on 1/15/2025 to go the serious incident expectations. The Program Director will inform his team to write the SIR and make all contacts within 24 hours of the incident. Residential Director will ensure that Massie Cottage is writing the SIR and making the contacts within 24 hours. OLR) Accepted 12/26/2024	12/24/2024

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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.

Ann Mays, Licensing Specialist	(Signature of Organization Representative)	Date

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