DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES
CORRECTIVE ACTION PLAN

License #: **1217-14-012**
Organization Name: **ELK HILL FARM, INC.**

Date of Inspection: **02-08-2023**
Program Type/Facility Name: **14-012 Massie Cottage**

Standard(s) Cited	Comp	Description of Noncompliance	Actions to be Taken	Planned Comp. Date
12VAC35-46-440. B. - All areas within buildings shall be lighted for safety and the lighting shall be sufficient for the activities being performed.	N	Massie Cottage This regulation was NOT MET as evidenced by:z In review of the physical plant, the following deficit were noted: Bathroom 1: Missing light Bathroom 2: Missing light Bathroom 5: Missing light and light covers over vanity	PR) 02/24/2023 PR: Program Director and/or House Manager will report missing lights in the bedrooms and bathrooms to Elk Hill Maintenance Department. The Maintenance will replace or fix the lights and vanity covers within 48 business hours. Bedroom #1, Bedroom #2, and bathroom #5 missing lights and cover were replaced on February 20th and is now working. Program Coordinator and Director of Administrative Services will oversee to ensure that the Maintenance Department change all lightbulbs within 48 business hours. OLR) Accepted 03/03/2023 OLR: Accepted on 03/03/23. asn	2/27/2023
12VAC35-46-500. B. - Windows in bathrooms, sleeping areas, and dressing areas shall provide for privacy.	N	Massie Cottage This regulation was NOT MET as evidenced by: In review of the physical plant's bathrooms, the following deficits were noted: Bathroom 5: Broken Window (covered with plywood,- painted black), Bathroom 2- Broken Blinds Bathroom 4- Broken Blinds, no door handle on door leading into the bathroom from bedroom	PR) 02/28/2023 PR: Elk Hill Maintenance Department replaced bathroom window #5, bathroom blinds #2, and bathroom blind #4 on 2/21/2023. A frost tent has been placed on all the bathroom windows in Duncan Cottage for privacy. The door handle has been replaced in bathroom. The Director of Administration Services and Residential Coordinator will oversee and ensure that the window and blinds are fixed. OLR) Accepted 03/03/2023 OLR: Accepted on 03/03/23. asn	2/28/2023

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12VAC35-46-500. C. - Every sleeping area shall have a door that may be closed for privacy or quiet and this door shall be readily opened in case of fire or other emergency.	N	Massie Cottage This regulation was NOT MET as evidenced by: In review of Bedroom 1, there was no door handle on the door.	PR) 02/28/2023 PR: Elk Hill Maintenance Department put a new door handle on bedroom #1. Program Director will report all damages to the Maintenance Department, and they will fix the smaller maintenance needs within 48 business hours. Residential Coordinator and Director of Administrative Services will oversee this process. OLR) Accepted 03/03/2023 OLR: Accepted on 03/03/23. asn	2/28/2023

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12VAC35-46-590. B. - The interior and exterior of all buildings shall be safe, properly maintained, clean, and in good working order. This includes, but is not limited to, required locks, mechanical devices, indoor and outdoor equipment, and furnishings.	NS	Massie Cottage This regulation was NOT MET as evidenced by: In review of the physical plant, the following deficits were noted: Bedroom 1: Cracked window, broken window (covered by plywood), very worn furniture and stained/damaged walls throughout the entire room Bathroom 2: Both sink faucets need repair Kitchen: Oven needs to be cleaned, light panel needs to be repaired. Bedroom 3: Damaged walls/ paint patched need repair/repainting Bathroom 3: Walls need to be repainted/repaired, no light covers over lights, graffiti on walls. Bathroom 4: Broken blinds on window, broken urinal, no door handle on door Bedroom 4: Broken window (covered with plywood) Living Room/ Common Area: Broken window in staff office, repainting needed throughout the entire room, broken recliner chair.	PR) 02/28/2023 PR: Elk Hill Maintenance Department has replaced all broken windows in the bedrooms and common area, light covers, fixed both faucets in bathroom, replaced blinds on all the rooms, and fixed the urinal. The broken recliner chair has been removed and replaced. Program Director will report all broken item to the Maintenance Department, and they will fix the items with 48 business hours. Massie Cottage is scheduled to be painted and have the all the windows replaced my May 2023. Residential Director and Director of Administrative Service will oversee this process. OLR) Accepted 03/03/2023 OLR: Accepted on 03/03/23. asn	2/28/2023

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General Comments / Recommendations:
This Specialist recommends the following:

Create a form do document Quarterly Serious Incident Reviews and Medication Errors (this information is being reviewed weekly during weekly supervisor's meeting, but to have this information compiled on a quarterly form may allow for this information to be found more readily).

Complete monthly, quarterly or annual physical plant checks and have each cottage maintain this information within each cottage.

Create process and/or policy for address repairs needed in a timely manner and clearly document what each roles responsibility is.

Once a vendor has been secured for replacing the cottage's missing windows, order bulk supply of windows to eliminate the time it takes to have windows repaired.

Develop a system within each cottage for staff and residents to clean or repair minor damages. Hold staff accountable for overall cleanliness of the cottages and residents accountable for damages they cause.

Redefine the role of the daily housekeeping staff (as daily or even every other day cleaning) was no visible

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.

Amber Nesbitt, Licensing Specialist	(Signature of Organization Representative)	Date

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