DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES
CORRECTIVE ACTION PLAN

License #: **1341-14-009**
Organization Name: **RISE UP, LLC**

Date of Inspection: **12-16-2024**
Program Type/Facility Name: **14-009 Arch Hill Drive Location**

Standard(s) Cited	Comp	Description of Noncompliance	Actions to be Taken	Planned Comp. Date
12VAC35-46-300. B. (8) - The records of each employee shall include: 8. Documentation of educational degrees and of professional certification or licensure;	N	Arch Hill Drive Location This regulation was NOT MET as evidenced by: Review of Employee #2's personnel file did not include documentation of educational degrees and of professional certification or licensure. Per Employee #2's job description of copy of the employee's high school diploma or college bachelor's degree should have been in personnel file.	PR) 12/27/2024 CAO or Designee will oversee the implementation of the corrective action plan and ensure compliance with personnel file documentation requirements;copy of the employee's high school diploma or college bachelor's degree should have been in personnel file. OLR) Accepted 12/31/2024	12/27/2024
12VAC35-46-310. B. (5) - Required annual retraining: 5. All staff shall receive annual retraining on the provider's policies and procedures regarding standard precautions.	N	Arch Hill Drive Location This regulation was NOT MET as evidenced by: Review of Employee #1's and Employee #2's personnel files did not include documentation of required annual retraining: All staff shall receive annual retraining on the provider's policies and procedures.	PR) 12/27/2024 CAO and Designee will oversee the retraining process, documentation updates, and implementation of the new monitoring system, specifically an annual acknowledgement of retraining on policy and procedure. OLR) Accepted 12/31/2024	12/27/2024

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12VAC35-46-310. C. - Each full-time staff person who works with residents shall complete an additional 15 hours of annual training applicable to their job duties.	N	Arch Hill Drive Location This regulation was NOT MET as evidenced by: Review of Employee #1's and Employee #2's personnel files did not include documentation that each full-time staff person, who works with residents, shall complete an additional 15 hours of annual training applicable to their job duties. Employee #1 completed a total of 11 additional hours of annual trainings applicable to their job duties. Employee #2 completed a total of 10 additional hours of annual trainings applicable to their job duties.	PR) 12/27/2024 All full-time staff will receive a refresher on the 15-hour annual training requirement, emphasizing its importance and its application to job duties, CAO or Designee will communicate upcoming training opportunities through regular updates and reminders. CAO or Designee will oversee the completion of additional training for Employees and monitor compliance with annual training requirements moving forward. OLR) Accepted 12/31/2024	12/27/2024

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General Comments / Recommendations:
The Licensing Specialist recommends:

Ensure all employee TB screenings/tests and medical information is kept in a separate folder, outside of background checks.

All sections of provider's application should be completed and no sections should be left blank. Please add unknown, not applicable, none reported, etc.

An Electronic Health Record may help the provider with organization of documents and ensuring all required sections are completed.

Please respond to the Licensing Report on or before the due date.

Please include any relevant documents as attachments for proof of action taken, as applicable.

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.

Allison Powers, Licensing Specialist	(Signature of Organization Representative)	Date

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