

**DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES
CORRECTIVE ACTION PLAN**

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License #: **160-01-020**

Organization Name: **St. Joseph's Villa, Inc.**

Date of Inspection: **02-13-2024**

Program Type/Facility Name: **01-020 Seton House**

<u>Standard(s) Cited</u>	<u>Comp</u>	<u>Description of Noncompliance</u>	<u>Actions to be Taken</u>	<u>Planned Comp. Date</u>
12VAC35-105-430. A. (7) - Employee or contractor personnel records, whether hard-copy or electronic, shall include: 7. Results of performance evaluations;	N	Seton House This regulation was NOT MET as evidenced by: Upon review of the provider's personnel records, Individual #2's last evaluation was April 19,2022.	PR) 11/07/2024 Employee #2 evaluation for the following review dates of 4/18/22-4/14/23 was completed by the supervisor on 5/8/23. The evaluation was in the employee's file and the next evaluation was not due May 2024. St. Joseph's Villa completes evaluations annual per procedure. This information is reported during the quarterly program quality/performance meeting in regards to compliance. The HR department will conduct random file audits to ensure all information has been completed and filed monthly. OLR) Accepted 11/15/2024	11/7/2024

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12VAC35-105-450. - The provider shall provide training and development opportunities for employees to enable them to support the individuals receiving services and to carry out their job responsibilities. The provider shall develop a training policy that addresses the frequency of retraining on serious incident reporting, medication administration, behavior intervention, emergency preparedness, and infection control, to include flu epidemics. Employee participation in training and development opportunities shall be documented and accessible to the department.	N	Seton House This regulation was NOT MET as evidenced by: Upon review of the provider's individual personnel records, Individual #1's Therapeutic Options certificate expired on 3/2023.	PR) 11/07/2024 Employee 1 completed Therapeutic Options on 10/11/23; the certificate had not been filed in the personnel however the electronic training record had been updated at the time of the class was completed. The employee and supervisor received an email from the electronic training record 30 pre-training expiration. The training supervisor sends a training report to the supervisor monthly detailing staff with expired trainings. Upon the training supervisor submitting the report to supervisor; the staff will be removed from the schedule until the training is completed. OLR) Accepted 11/15/2024	11/7/2024

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12VAC35-105-480. C. - The provider shall evaluate employee and contractor performance at least annually.	N	Seton House This regulation was NOT MET as evidenced by: Upon review of the provider's personnel records. Employee #2 has not had a performance evaluation since April 19, 2022.	PR) 11/07/2024 Employee 2 was in the the position of clinical case manager and the evaluation was completed on 4/19/22. This staff member was promoted to Program Manager on 2/22/23; a 90 day evaluation was completed for the Program Manager 5/1/23 (A copy can be provided if needed). SJV completes evaluations 90 days after start date and annually per procedure. The HR department completes monthly file audits to ensure all paperwork has been filed in the employees personnel file. OLR) Accepted 11/15/2024	11/7/2024

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.

Taylor Boyce, Licensing Specialist

(Signature of Organization Representative)

Date

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