

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

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License #: 17161-14-008

Organization Name: ADNJ Youth & Family Services, Inc.

Date of Inspection: 05-29-2026

Program Type/Facility Name: 14-008 ADNJ Youth & Family Services Inc

<u>Standard(s) Cited</u>	<u>Comp</u>	<u>Description of Noncompliance</u>	<u>Actions to be Taken</u>	<u>Planned Comp. Date</u>
12VAC35-46-300. B. (4) - The records of each employee shall include: 4. Reports of required health examinations;	N	ADNJ Youth & Family Services Inc This regulation was NOT MET as evidenced by: At the time of the unannounced inspection Employee #1 was hired on 2/25/2026; however, did not show proof of a tuberculosis screening.	PR) 06/29/2026 ADNJ office manager did not complete an initial audit of employee binder after the date of hire, 2/25/26. ADNJ office manager will complete and initial audit one week after employees hire date to ensure that all required health examinations are documented and shown within employee files. In order to ensure that 12VAC35-46-300. B. (4) will correctly be followed by ADNJ office manager, ADNJ has given the office manager an extra training on file audits and required documents for employees on 06/08/2026. OLR) Accepted 06/30/2026	6/15/2026
12VAC35-46-300. B. (8) - The records of each employee shall include: 8. Documentation of all training required by these regulations this chapter and any other training employee development received by individual staff;	N	ADNJ Youth & Family Services Inc This regulation was NOT MET as evidenced by: A review of Employee #2's personnel record determined documentation of CPR certification was not obtained until 3/10/2026, after the employee's hire date of 2/25/2026. Additionally Employee #2 did not have proof in personnel records documentation of required trainings.	PR) 06/29/2026 ADNJ office manager failed to obtain documentation of, CPR certification, during the initial application process before employees hire date 02/25/2026 also ADNJ office manager failed to document all required trainings for employees within 15 days of hire. ADNJ office manager will complete a two-week audit of all required trainings and certifications for employees after hire date to ensure that ADNJ stays in compliance with 12VAC35-46-300. B. (8). ADNJ office manager will complete an audit of all required documents prior to application process to ensure that no employee is obtaining required certifications after hire date. ADNJ Program Director gave the ADNJs office manager a training on 06/08/2026 on how to audit for all required documents such as trainings and certifications prior to hire application process and 15 days after hire date. OLR) Accepted 06/30/2026	6/15/2026

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Standard(s) Cited	Comp	Description of Noncompliance	Actions to be Taken	Planned Comp. Date
12VAC35-46-750. B. (3) - Individualized service plans shall describe in measurable terms the: 3. Goals, objectives, and strategies established for the resident;	N	ADNJ Youth & Family Services Inc This regulation was NOT MET as evidenced by: At the time of the inspection a review of the records for Individual #1 and Individual #2 determined that the ISPs were not person-centered and did not include measurable goals, objectives, and strategies specific to each resident's assessed needs and desired outcomes.	PR) 06/29/2026 ADNJ LMHP failed to comply with 12VAC35-46-750. B. (3) by not making individuals ISPs person centered and not including measurable goals, objectives, and strategies specific to each resident's assessed needs and desired outcomes. ADNJs management held a meeting with the LMHP about completing all required sections of the ISPs, Due to ADNJ LMHP failure to comply she was terminated on March 07, 2026. OLR) Accepted 06/30/2026	5/29/2026
12VAC35-46-765. H. (1b) - Discharge summaries: 1. No later than 30 days after discharge, a comprehensive discharge summary shall be placed in the resident's record and sent to the persons or agency that made the placement. The discharge summary shall review: 1b. The resident's progress toward meeting individualized service plan objectives;	N	ADNJ Youth & Family Services Inc This regulation was NOT MET as evidenced by: The discharge summary for Individual #3 did not include progress toward meeting individualized service plan objectives.	PR) 06/29/2026 ADNJ case manager unsuccessful to include all required sections to the discharge summary for individuals. ADNJ case manager will include all required sections on discharge summary for individuals to the requirements of licensing. ADNJ case manager will do an updated discharge summary audit monthly to ensure that all sections continue to be updated and up to standard. OLR) Accepted 06/30/2026	6/15/2026

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12VAC35-46-765. H. (1c) - Discharge summaries: 1. No later than 30 days after discharge, a comprehensive discharge summary shall be placed in the resident's record and sent to the persons or agency that made the placement. The discharge summary shall review: 1c. The resident's continuing needs and recommendations, if any, for further services and care;	N	ADNJ Youth & Family Services Inc This regulation was NOT MET as evidenced by: At the time of the unannounced inspection a review of Individual #3's record determined the discharge summary did not document the individual's current level of functioning, continuing needs, and recommendations for further services and care.	PR) 06/29/2026 ADNJ case manager was unsuccessful to include all required sections to the discharge summary for individuals. ADNJ case manager will include all required sections on discharge summary for individuals to the requirements of licensing. ADNJ case manager will do an updated discharge summary audit monthly to ensure that all sections continue to be updated and up to standard. OLR) Accepted 06/30/2026	6/15/2026
12VAC35-46-765. H. (1d) - Discharge summaries: 1. No later than 30 days after discharge, a comprehensive discharge summary shall be placed in the resident's record and sent to the persons or agency that made the placement. The discharge summary shall review: 1d. Reasons for discharge and names of persons to whom the resident was discharged;	N	ADNJ Youth & Family Services Inc This regulation was NOT MET as evidenced by: At the time of the unannounced inspection a review of Individual #3's record determined the discharge summary did not document the reason for discharge as required.	PR) 06/29/2026 ADNJ case manager unsuccessful to include all required sections to the discharge summary for individuals. ADNJ case manager will include all required sections on discharge summary for individuals to the requirements of licensing. ADNJ case manager will do an updated discharge summary audit monthly to ensure that all sections continue to be updated and up to standard. OLR) Accepted 06/30/2026	6/15/2026

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Date of Inspection: **05-29-2026**

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12VAC35-46-850. A. (3) - The provider shall develop and implement written policies and procedures regarding the delivery and administration of prescription and nonprescription medications used by residents. At a minimum these policies will address: 3. Documentation of medication errors and drug reactions;	N	ADNJ Youth & Family Sevices Inc This regulation was NOT MET as evidenced by: At the time of the unannounced inspection a review of Individual #4's medication record determined a PRN medication was administered on 3/10/2026, however, documentation of the individual's response to the medication was not completed as required.	PR) 06/29/2026 ADNJs childcare staff failed to document the individual's response to an administered PRN medication on 03/10/2026. ADNJ childcare staff updated their medication aide training by taking a 32-hour medication aide training course starting 06/08/2026 and ending 06/19/2026. ADNJ will do a monthly mandatory meeting to discuss how to properly document individuals' response to administered PRN medication. OLR) Accepted 06/30/2026	6/19/2026

General Comments / Recommendations:

Risk Management training must be completed.

Minimum of 2 staff on all shifts including overnight.

Please respond to the CAP on or before the due date. If you should have any questions or require further assistant, please contact me via CONNECT or at 804-393-0663.

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.

Donna Ross, Licensing Specialist

(Signature of Organization Representative)

Date

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