DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES
CORRECTIVE ACTION PLAN

License #: **1746-14-009**
Organization Name: **Gateway Counseling Center**

Date of Inspection: **12-13-2023**
Program Type/Facility Name: **14-009 Hope Road**

Standard(s) Cited	Comp	Description of Noncompliance	Actions to be Taken	Planned Comp. Date
12VAC35-46-300. B. (10) - The records of each employee shall include: 10. A current job description.	N	Hope Road This regulation was NOT MET as evidenced by: A record review found no current job description for the case manager staff#1.	PR) 12/14/2023 The Case Manager job description was provided to and reviewed with the Case Manager. It has been placed in his file. Moving forward, Program Director will ensure that if an employee changes job titles that the proper job description is provided in file. PD will ensure that all files are provided with job descriptions that adequately address the positions that the employee fills. OLR) Accepted 12/14/2023 Accepted. cpc	12/14/2023
12VAC35-46-320. (3) - The provider shall develop and implement written policies and procedures regarding the supervision of employees, volunteers, contractors, and students/interns. These policies and procedures shall include: 3. How the supervision will be documented.	N	Hope Road This regulation was NOT MET as evidenced by: A record review found staff #1,2,3, and 4 did not have documentation of supervision.	PR) 12/14/2023 The Program Director has improved the form that will capture the provision of all supervision to each staff member and will comply with the policy and procedure that is noted in the Restorative P&P Manual (see attached). The policy has been revised to include 'how' the supervision will be documented, and the frequency. The supervision will be documented and in the file of the employee, a minimum of one time per month. Supervision will occur face to face, virtually and via phone conversations. OLR) Accepted 12/14/2023	12/14/2023

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General Comments / Recommendations:
Please respond to the issues we discussed in the separate email as well as ensure other requested documentation is available for the impending renewal inspection at the Belvedere boy's home. cpc

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.

Christopher Cart, Licensing Specialist	(Signature of Organization Representative)	Date

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