License #: **3024-14-008**
Organization Name: **Keswick School, LLC**

Date of Inspection: **09-29-2023**
Program Type/Facility Name: **14-008 Monroe Dorm**

Standard(s) Cited	Comp	Description of Noncompliance	Actions to be Taken	Planned Comp. Date
12VAC35-46-1070. C. - The provider shall notify the department within 24 hours of any serious illness or injury, any death of a resident, and all other situations as required by the department. Such reports shall include: 1. The date and time the incident occurred; 2. A brief description of the incident; 3. The action taken as a result of the incident; 4. The name of the person who completed the report; 5. The name of the person who made the report to the placing agency and to either the parent or legal guardian; 6. The name of the person to whom the report was made.	N	Monroe Dorm This regulation was NOT MET as evidenced by: CHRIS Number: 20230001 Date/Time of Discover: 09/09/2023 1:00PM Enter Date/Time: 09/12/2023 11:51AM Reporting Delay: 46:51:00 Location Name: Monroe Dorm	PR) 10/05/2023 Please see the attached document for the corrective action plan OLR) Partially Accepted 10/18/2023 1. Please put the CAP response in the Actions To Be Taken section of the CAP Response screen in CONNECT. We can not accept the cap response with your CAP response uploaded as a document. This functionality is reserved for submitting supporting documentation to your CAP response. Please remove any actual names if indicated in your response. Instead, use only staff by title within your CAP responses. PR) 10/18/2023 On Saturday, September 9, 2023 an incident occurred resulting in the decision to take the student to the ER to rule out the possibility of a concussion. The student's mother was picking up the student for a weekend visit that day. When she arrived she met with the Head of School and Clinical Director. It was decided by the mother and school to take the student to the ER to rule out the possibility of a concussion. The Clinical Director accompanied the mother to the ER. The student then went off campus with his mother until the evening of September 11th. She did not provide a	10/18/2023

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			copy of the medical report from the ER until 10:50pm that night although verbally told the school, he did not have a concussion. The CHRIS report was done the next morning when we had a copy of the ER report. The office manager spoke with BD with the CHRIS Incident Management Team later that day who explained that the initial report should have been started on the day the student was taken for medical treatment. BD explained that in this instance the report should be saved and indicate that it would be completed within 48 hours of the incident. Otherwise all incidents should be completed within 24 hours. The office manager will monitor our procedures quarterly to ensure this violation will not occur in the future. These procedures will be effective immediately 10/18/23. OLR) Accepted 10/18/2023	

DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES
CORRECTIVE ACTION PLAN

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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.

Lakesha Steele, Incident Management Unit	(Signature of Organization Representative)	Date

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