DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES
CORRECTIVE ACTION PLAN

Investigation ID: **167**
License #: **3187-14-009**
Organization Name: **STARS**

Date of Inspection: **05-09-2023**
Program Type/Facility Name: **14-009 Gemini House**

Standard(s) Cited	Comp	Description of Noncompliance	Actions to be Taken	Planned Comp. Date
12VAC35-46-300. B. (3) - The records of each employee shall include: 3. Written references or notations of oral references;	N	This regulation was NOT MET as evidenced by: Employees #2 (hire date 11-21-22) & #6 did not have evidence of written references or notation of oral references on file as of 5-16-23.	PR) 06/26/2023 Reference checks will be completed before the staff's first shift and filed in the staff's file. This will be checked by the staff supervisor, admin assistant, and the compliance coordinator. OLR) Accepted 06/29/2023	7/31/2023
12VAC35-46-300. B. (5) - The records of each employee shall include: 5. Annual performance evaluations;	N	This regulation was NOT MET as evidenced by: Employee #4 (hire &start date of 1-6-2020) did not have a current annual performance evaluation on file as of 5-16-23. Last annual performance evaluation on file was for 1-6-2022. Additionally, as of 5-16-23, Employee #1 (hire & start date of 1-23-17) did not have an annual performance evaluation on file for year 2022.	PR) 06/26/2023 Staff supervisor and admin assistant have created a form to ensure due dates and what is due. A yearly calendar was also created in the Staff Supervisors office that will have dates on what is due for the staff files. As well as making sure it is filed when completed. Staff supervisor will ensure it is filed timely. OLR) Accepted 06/29/2023	7/31/2023
12VAC35-46-300. B. (6) - The records of each employee shall include: 6. Date of employment for each position held and separation;	N	This regulation was NOT MET as evidenced by: As of 5-16-23, the document that the Provider utilize to indicate date of employment (hire & start) and separation from employment was observed to not be completed for Employee #6. The document only included Employee #6's name.	PR) 06/26/2023 Hire date and start date will need to be in the staff file (paper) and not just in the electronic record. Staff supervisor and administrative assistant will ensure this happens. OLR) Accepted 06/29/2023	7/31/2023

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12VAC35-46-310. B. (1a) - Required annual retraining: 1. All employees, contractors, students/interns, and volunteers shall complete an annual refresher emergency preparedness and response training that shall include: 1a. Alerting emergency personnel and sounding alarms;	N	This regulation was NOT MET as evidenced by: As of 5-16-23, Employee #4 required annual retraining log due for 8-4-2022 was observed to not have been completed (lacked date of completion). Employee #1-last completed annual retraining on file was for February 2022. As of 5-16-23, annual retraining due February 2023 was not on file. Employee #7-last completed annual retraining on file was for January 2022. As of 5-16-23, annual retraining due January 2023 was not on file.	PR) 06/26/2023 Staff supervisor and admin assistant have created a form to ensure due dates and what is due. A yearly calendar was also created in the Staff Supervisors office. As well as making sure it is filed when completed. Staff supervisor will ensure it is filed timely. OLR) Accepted 06/29/2023	7/31/2023
12VAC35-46-310. B. (1b) - Required annual retraining: 1. All employees, contractors, students/interns, and volunteers shall complete an annual refresher emergency preparedness and response training that shall include: 1b. Implementing evacuation procedures, including evacuation of residents with special needs (i.e., deaf, blind, nonambulatory);	N	This regulation was NOT MET as evidenced by: As of 5-16-23, Employee #4 required annual retraining log due for 8-4-2022 was observed to not have been completed (lacked date of completion). Employee #1-last completed annual retraining on file was for February 2022. As of 5-16-23, annual retraining due February 2023 was not on file. Employee #7-last completed annual retraining on file was for January 2022. As of 5-16-23, annual retraining due January 2023 was not on file.	PR) 06/26/2023 Staff supervisor and admin assistant have created a form to ensure due dates and what is due. A yearly calendar was also created in the Staff Supervisors office. As well as making sure it is filed when completed. Staff supervisor will ensure it is filed timely. OLR) Accepted 06/29/2023	7/31/2023

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12VAC35-46-310. B. (1c) - Required annual retraining: 1. All employees, contractors, students/interns, and volunteers shall complete an annual refresher emergency preparedness and response training that shall include: 1c. Using, maintaining, and operating emergency equipment;	N	This regulation was NOT MET as evidenced by: As of 5-16-23, Employee #4 required annual retraining log due for 8-4-2022 was observed to not have been completed (lacked date of completion). Employee #1-last completed annual retraining on file was for February 2022. As of 5-16-23, annual retraining due February 2023 was not on file. Employee #7-last completed annual retraining on file was for January 2022. As of 5-16-23, annual retraining due January 2023 was not on file.	PR) 06/26/2023 Staff supervisor and admin assistant have created a form to ensure due dates and what is due. A yearly calendar was also created in the Staff Supervisors office. As well as making sure it is filed when completed. Staff supervisor will ensure it is filed timely. OLR) Accepted 06/29/2023	7/31/2023
12VAC35-46-310. B. (1d) - Required annual retraining: 1. All employees, contractors, students/interns, and volunteers shall complete an annual refresher emergency preparedness and response training that shall include: 1d. Accessing emergency information for residents including medical information;	N	This regulation was NOT MET as evidenced by: As of 5-16-23, Employee #4 required annual retraining log due for 8-4-2022 was observed to not have been completed (lacked date of completion). Employee #1-last completed annual retraining on file was for February 2022. As of 5-16-23, annual retraining due February 2023 was not on file. Employee #7-last completed annual retraining on file was for January 2022. As of 5-16-23, annual retraining due January 2023 was not on file.	PR) 06/26/2023 Staff supervisor and admin assistant have created a form to ensure due dates and what is due. A yearly calendar was also created in the Staff Supervisors office. As well as making sure it is filed when completed. Staff supervisor will ensure it is filed timely. OLR) Accepted 06/29/2023	7/31/2023

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12VAC35-46-310. B. (1e) - Required annual retraining: 1. All employees, contractors, students/interns, and volunteers shall complete an annual refresher emergency preparedness and response training that shall include: 1e. Utilizing community support services.	N	This regulation was NOT MET as evidenced by: As of 5-16-23, Employee #4 required annual retraining log due for 8-4-2022 was observed to not have been completed (lacked date of completion). Employee #1-last completed annual retraining on file was for February 2022. As of 5-16-23, annual retraining due February 2023 was not on file. Employee #7-last completed annual retraining on file was for January 2022. As of 5-16-23, annual retraining due January 2023 was not on file.	PR) 06/26/2023 Staff supervisor and admin assistant have created a form to ensure due dates and what is due. A yearly calendar was also created in the Staff Supervisors office. As well as making sure it is filed when completed. Staff supervisor will ensure it is filed timely. OLR) Accepted 06/29/2023	7/31/2023
12VAC35-46-310. B. (2) - Required annual retraining: 2. All staff who administer medication shall complete annual refresher medication training.	N	This regulation was NOT MET as evidenced by: As of 5-16-23, Employee #4 required annual retraining log due for 8-4-2022 was observed to not have been completed (lacked date of completion) Employee #7-last completed annual retraining on file was for January 2022. As of 5-16-23, annual retraining due January 2023 was not on file.	PR) 06/26/2023 Staff supervisor and admin assistant have created a form to ensure due dates and what is due. A yearly calendar was also created in the Staff Supervisors office. As well as making sure it is filed when completed. Staff supervisor will ensure it is filed timely. OLR) Accepted 06/29/2023	7/31/2023

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12VAC35-46-310. B. (3) - Required annual retraining: 3. All child care staff shall receive annual retraining on the provider's behavior supports and timeout policies and procedures.	N	This regulation was NOT MET as evidenced by: As of 5-16-23, Employee #4 required annual retraining log due for 8-4-2022 was observed to not have been completed (lacked date of completion). Employee #1-last completed annual retraining on file was for February 2022. As of 5-16-23, annual retraining due February 2023 was not on file. Employee #7-last completed annual retraining on file was for January 2022. As of 5-16-23, annual retraining due January 2023 was not on file.	PR) 06/26/2023 Staff supervisor and admin assistant have created a form to ensure due dates and what is due. A yearly calendar was also created in the Staff Supervisors office. As well as making sure it is filed when completed. Staff supervisor will ensure it is filed timely. OLR) Accepted 06/29/2023	7/31/2023
12VAC35-46-310. B. (4) - Required annual retraining: 4. All staff working with residents shall receive annual retraining in child abuse and neglect, mandatory reporting, maintaining appropriate professional relationships, and interaction among staff and residents, and suicide prevention.	N	This regulation was NOT MET as evidenced by: As of 5-16-23, Employee #4 required annual retraining log due for 8-4-2022 was observed to not have been completed (lacked date of completion). Employee #1- last completed annual retraining on file was for February 2022. As of 5-16-23, annual retraining due February 2023 was not on file. Employee #7-last completed annual retraining on file was for January 2022. As of 5-16-23, annual retraining due January 2023 was not on file.	PR) 06/26/2023 Staff supervisor and admin assistant have created a form to ensure due dates and what is due. A yearly calendar was also created in the Staff Supervisors office. As well as making sure it is filed when completed. Staff supervisor will ensure it is filed timely. OLR) Accepted 06/29/2023	7/31/2023

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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	This regulation was NOT MET as evidenced by: As of 5-16-23, Employee #4 required annual retraining log due for 8-4-2022 was observed to not have been completed (lack of date completion). Employee #1- last completed retraining on file was for February 2022. As of 5-16-23, annual retraining due February 2023 was not on file. Employee #7-last completed annual retraining on file was for January 2022. As of 5-16-23, annual retraining due January 2023 was not on file.	PR) 06/26/2023 Staff supervisor and admin assistant have created a form to ensure due dates and what is due. A yearly calendar was also created in the Staff Supervisors office. As well as making sure it is filed when completed. Staff supervisor will ensure it is filed timely. OLR) Accepted 06/29/2023	7/31/2023
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	This regulation was NOT MET as evidenced by: The required additional 15 hours of training for Employee #4 as indicated on training log year 2022 was observed to have completed only three (3) additional hours of training for that year.	PR) 06/26/2023 15-hour training is due 12/31. Staff supervisor will send out trainings to staff throughout the year. Staff can also work on their own trainings if they don't want to use the ones sent out. Staff supervisor will also inform staff how many hours that they have and how many they need to be completed. Staff can also inquire about the remaining hours if they have questions. OLR) Accepted 06/29/2023	12/31/2023

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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.

Ann Mays, Licensing Specialist	(Signature of Organization Representative)	Date

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