

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

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License #: 493-14-060

Organization Name: Timber Ridge School

Date of Inspection: 06-23-2025

Program Type/Facility Name: 14-060 Timber Ridge SA RTC

<u>Standard(s) Cited</u>	<u>Comp</u>	<u>Description of Noncompliance</u>	<u>Actions to be Taken</u>	<u>Planned Comp. Date</u>
12VAC35-46-320. (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	Timber Ridge SA RTC This regulation was NOT MET as evidenced by: A record review determined the provider is not consistently documenting monthly supervision as outlined in their policies and procedures.	PR) 07/16/2025 1. An overview was added to the regulation 4620 -Supervision Plan- Employee Evaluation and Probation to ensure consistency with the form in Paylocity System which is an electronic human resources and payroll system. 2. An internal audit has been completed to make certain that missing supervisory documentation will be completed by 7/18/25 . Ongoing audits will be completed bi-monthly by the Director of Organizational Culture and HR Strategy or designee to confirm that required supervisions have been completed and are up to date. 3. Forms in the Paylocity system have been updated to mirror the hard copies that were used prior to conversion to the electronic system. 4. Forms in the Paylocity system have been revised so that the steps must be completed in order before moving forward and all text boxes must be filled before the document is considered complete and able to be submitted. 5. A training goal has been added to all employees and is as follows: <i>In compliance with licensure requirements aimed at enhancing professional development, the employee is required to complete 4 hours of training in addition to the annual training provided through campus meetings and standard in-services at Timber Ridge School. This may be accomplished through monthly departmental meetings/trainings, formal collegiate coursework, external seminars</i>	7/31/2025

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			<i>or trainings, etc.</i> 6. Monthly progress will be reported at the Program Management Team Meetings. 7. Monthly supervision will be assigned to the Supervisor in Paylocity. OLR) Accepted 07/21/2025	

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.

Christopher Cart, Licensing Specialist

(Signature of Organization Representative)

Date

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