DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES
CORRECTIVE ACTION PLAN

License #: **5234-14-002**
Organization Name: **Hallmark Youth Care - Richmond, LLC**

Date of Inspection: **06-09-2022**
Program Type/Facility Name: **14-002 Hallmark Youthcare TSAY**

Standard(s) Cited	Comp	Description of Noncompliance	Actions to be Taken	Planned Comp. Date
12VAC35-46-250. B. (2) - Tuberculosis evaluation: 2. Each individual shall annually submit the results of a screening assessment, documenting that the individual is free of tuberculosis in a communicable form as evidenced by the completion of a form containing, at a minimum, the elements of a current screening form published by the Virginia Department of Health.	N	Hallmark Youthcare TSAY This regulation was NOT MET as evidenced by: In review of the personnel record for Employee #2, there is no documented evidence of an annual TB test. Please note the last TB test was dated January 2020.	PR) 07/25/2022 Hallmark Youthcare will have the employee complete the tuberculosis screening assessment by August 15, 2022. Hallmark Youthcare will conduct an employee personnel file audit by August 15, 2022 to ensure all screening assessments are current and we will have 100% compliance by August 31, 2022. OLR) Accepted 07/27/2022 OLR: Accepted. SAW. 7/27/22.	8/31/2022
12VAC35-46-300. B. (7) - The records of each employee shall include: 7. Documentation of compliance with requirements of Virginia laws regarding child protective services and criminal history background investigations;	N	Hallmark Youthcare TSAY This regulation was NOT MET as evidenced by: In review of the personnel record for Employee #1, there is no documented evidence a criminal background check was completed. Please note that only a field print receipt was present in the file. In review of the personnel record for Employee #2, there is no documented evidence a central registry search was completed.	PR) 07/25/2022 The background check for the employee was located and placed into her employee file on 6/09/2022. OLR) Accepted 07/27/2022 OLR: Accepted. SAW. 7/27/22.	6/9/2022

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12VAC35-46-300. B. (8) - The records of each employee shall include: 8. Documentation of educational degrees and of professional certification or licensure;	N	Hallmark Youthcare TSAY This regulation was NOT MET as evidenced by: In review of the personnel record for Employee #3, there is no documented evidence of an education or professional license. Please note there was an audit note in the file dated 5/24/22 denoting this deficiency.	PR) 07/25/2022 Hallmark Youthcare will use all resources available to obtain documentation of education degrees. Hallmark will conduct an employee file audit by August 30, 2022 to obtain a list of employees without documentation of education degrees and use all resources available to obtain documentation. We will have 100% compliance by November 30, 2022. OLR) Accepted 07/27/2022 OLR: Accepted. SAW. 7/27/22.	11/30/2022

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.

Sydnee Williams, Incident Management Unit	(Signature of Organization Representative)	Date

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