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



License #: **758-14-009**
Organization Name: **NDUTIME Youth and Family Services, Inc.**

Date of Inspection: **04-07-2022**
Program Type/Facility Name: **14-009 Joshua House I-5803**

| Standard(s) Cited | Comp | Description of Noncompliance | Actions to be Taken | Planned Comp. Date |
|---|---|---|---|---|
| 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 | Joshua House I-5803<br><br>This regulation was NOT MET as evidenced by:<br><br>Employee #2 - As per Interpretation of § 300.B.7 in the Children's Residential Facilities Standards: ...The criminal background check must be received by the provider before an individual can begin working with children. The child protective services check must be received by the provider before an individual can work alone with children.<br><br>The employee's hire date is 3-22-22, with start date of 3-23-22. The results of the employee's criminal background check and child protective services registry check had not yet been received by the provider as of the date of review. Documentation revealed via programs notes that the employee worked with the following individuals on the specific dates:<br><br>Individual #1 - 3/28/22, 4/2-5/22<br><br>Individual #3 - 4/3-5/22 | PR) 04/26/2022<br><br>Provider did not violate Virginia laws regarding background checks or DBHDS's written policy regarding background checks. Documentation/copy of background check form sent to Central Registry was in the personnel chart and the FBI Background Check did show on the CONNECT system as pending. Executive Director/Human Resource Director did attend a webinar training 4/22/2022 where it was stated Virginia Department of Social Services has a policy regarding the alleged violation surrounding background checks and Providers must compile due to "some" children being eligible for Title IV-E funds. Although the United States is in a critical employee shortage and residential services provide care 24-hours daily, moving forward, Provider will process background checks prior to officially hiring new employees. Moreover, hire date will become their start date with youth within the group home setting. Human Resource Director will ensure all potential new employees are aware of the protocol.<br><br>OLR) Accepted 05/02/2022 | 5/17/2022 |

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**General Comments / Recommendations:**
**Provider to ensure consistent monitoring of medications and MAR documentation to include the effectiveness of PRN medications.**

**Provider to ensure medication policy clearly defines the use of protocols for PRN medications given for symptoms of and behavior disorders.**

**Provider to ensure progress notes header for indicating the goals are change promptly when a new ISP is implemented.**

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.

| Nicole Willis, Licensing Specialist | (Signature of Organization Representative) | Date |
|---|---|---|

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