

# Compliance Summary Report

Compliance Summary Report of **Reach Educational Services 29Nov2013** on **Reach Educational Services**

Reviewer: **Leveland Taylor**  
Provider: **Reach Educational Services**  
County Name: **Franklin County**

Total Cites: **20**  
Total POCs: **20**

## CITE #1

Question	Explanation	
Was the provider staff's name checked against the U.S. general services administration system for award management database?	Provider failed to provide evidence of this database check.	
POC	Status	Comments
All employees will be looked up within the U.S. general services administration system for award management database prior to contact with consumers. A printout showing that no incidents have occurred will be kept within each employees file. A check of all current staff has been conducted and all files now include the verification of no incidents. Jamie O'Rourke will ensure that all employees are screened. Completed as of 12/2/2013	Approved	

## CITE #2

Question	Explanation	
Was the provider staff's name checked against the Inspector General's Exclusions list?	Provider failed to provide evidence of this database check.	
POC	Status	Comments
All employees will be looked up within the Inspector General's Exclusion list prior to contact with consumers. A printout showing that no incidents have occurred will be kept within each employees file. A check of all current staff has been conducted and all files now include the verification of no incidents as of 12/3/2013. Jamie O'Rourke will ensure that all employees are screened.	Approved	

## CITE #3

Question	Explanation	
Is there evidence that the agency provider/County Board completed a quarterly review of MUI reports to identify trends and patterns.	The provider did not complete a quarterly review of MUIs to identify trends and patterns.	
POC	Status	Comments
A document verifying a quarterly review of all MUI's has been created as of 12/2/2013. This document indicates that an analysis of trends and patters has been conducted. This document will be submitted to the County by Jamie O'Rourke. There have been no MUI's within the agency.	Approved	

## CITE #4

Question	Explanation
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Is the service plan being implemented as written?

The provider did not ensure the service plan was implemented as written.

POC

Status

Comments

All service plans will be documented on as written. A re-training will be provided to staff member so that accurate recording on services provided forms is ensured. Jamie O'Rourke will conduct the re-training and will adjust future trainings so that it is very clear what is required in terms of ISP service documentation.

Approved

### CITE #5

Question	Explanation	
For provider staff members who are responsible for transporting individuals, did the provider ensure that a driver's abstract was completed prior to transporting individuals?	The provider did not ensure that a driver's abstract was obtained for staff prior to providing transportation services.	
POC	Status	Comments
A driver abstract will be included in each staff member's file that will be transporting clients. Jamie O'Rourke has ensured that driver's abstracts have been printed out and included in each current staff members file. This has been completed for all current employees as of 12/2/2013.	Approved	

### CITE #6

Question	Explanation	
Does the staff person have a high school diploma or GED?	The provider did not ensure that direct service staff have either a high school diploma or GED.	
POC	Status	Comments
A copy of each staff member high school diploma or GED will be kept within their HR file. All current employees will submit this information to Reach and Jamie O'Rourke will ensure that it is received. All future employees will submit this information to Reach upon hire.	Approved	

### CITE #7

Question	Explanation	
Did the provider/staff person providing HPC waiver services receive annual training in the principles to positive intervention culture?	Provider failed to provide evidence oof this training.	
POC	Status	Comments
An annual training will be conducted on principles of positive intervention culture and documentation of this training will be kept within the training log. Jamie O'Rourke will ensure that this training is administered and documentation is kept up to date.	Approved	

### CITE #8

Question	Explanation	
Did the provider/staff person providing HPC waiver services receive annual training in self determination?	Provider failed to provide evidence of this training.	
POC	Status	Comments
All staff will receive annual training in self-determination that is documented on the training log by a signature and date. Jamie O'Rourke will ensure that this training is administered and documentation is kept in the training log to verify that the training has occurred. The log has been created and is ready for review.	Approved	

### CITE #9

Question	Explanation
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Did the provider staff, prior to direct contact with individuals, sign a statement attesting that the staff person would notify the provider within 14 days if they are ever charged with, plead guilty to, or are convicted of a disqualifying offense?

.The provider did not ensure that employees signed a statement attesting that they will notify the provider within 14 days if they are ever charged with, plead guilty to, or are convicted of a disqualifying offense.

**POC**

**Status**

**Comments**

A document that states each staff member will notify Reach Education Services within 14 days of a disqualifying event will be signed by each employee and kept within their file. Jamie O'Rourke will ensure that each staff member signs a statement attesting that they will notify if an event occurs.

Approved

## CITE #10

Question	Explanation	
Did the provider staff, prior to direct contact with individuals, sign a statement attesting that the staff person has never plead guilty to or been convicted of a disqualifying offense?	The provider did not ensure that prior to direct contact with individuals, staff signed a statement attesting that they have never plead guilty to or been convicted of a disqualifying offense.	
POC	Status	Comments
A document that states each staff member attests that they have never plead guilty to or been convicted of a disqualifying event will be signed by each employee and kept within their file. This testimony will be included on the signed employment application that is collected by Jamie O'Rourke and maintained within their file at Reach.	Approved	

## CITE #11

Question	Explanation	
Did the provider staff have annual notification explaining conduct for which a DD employee may be included on the Abuser Registry?	The provider did not ensure that employees were given an annual written notification explaining the conduct for which the employee may be included on the Abuser Registry.	
POC	Status	Comments
A form that notifies the employee that an annual search of the abuser registry check will be conducted has been created. All current employees will sign this form and all future employees will sign the form upon hiring. Jamie O'Rourke will be responsible for ensuring that this form is signed by each employee.	Approved	

## CITE #12

Question	Explanation	
Did the provider staff have an Abuser Registry check completed prior to direct contact with individuals?	The provider did not complete an Abuser Registry check for staff prior to contact with individuals.	
POC	Status	Comments
All employees will be looked up within the abuser registry check prior to contact with consumers. A printout showing that no incidents have occurred will be kept within each employees file. A check of all current staff has been conducted and all files now include the verification of no incidents. Jamie O'Rourke will ensure that all employees are screened. Completed as of 12/2/2013.	Approved	

## CITE #13

Question	Explanation	
Did the provider staff have a Nurse Aide Registry check completed prior to direct contact with the individuals?	The provider did not complete a Nurse Aide Registry check for staff prior to contact with individuals.	
POC	Status	Comments
All employees will be looked up within the Nurse Aide Registry prior to contact with consumers. A printout showing that no incidents have occurred will be kept within each employees file. A check of all current staff has been conducted and all files now include the verification of no incidents. Jamie O'Rourke will ensure that all employees are screened. Completed as of 12/2/2013.	Approved	

**CITE #14**

Question	Explanation
Did the provider ensure that direct services are only provided by employees who do not have a disqualifying offense and who are not included on any of the databases identified in rule?	.The provider did not ensure that potentially disqualifying offenses were investigated to determine if the employee was eligible for hire.

POC	Status	Comments
All employees will be screened prior to contact with consumers for disqualifying offenses via the prescribed databases. A printout showing that no disqualifying event has occurred will be kept within each employees file. A check of all current staff has been conducted and all files now include the verification of no disqualifying event. Jamie O'Rourke will ensure that all new employees are screened. Completed as of 12/2/2013.	Approved	

### CITE #15

Question	Explanation	
Did the agency provider/County Board maintain a log of unusual incidents which includes: • Name of Individual• Description of Incident• Identification of Injuries• Time/Date of Incident• Location of Incident• Preventative Measures	The provider did not maintain a log of Unusual Incidents that included all required elements.	
POC	Status	Comments
A log of unusual incidents will be created that includes name, description, injuries, time/date, location, and preventative measures. All UI's will be logged on this document and maintained and reviewed by Jamie O'Rourke. This log has been created and is available for review. Completed as of 12/2/2013.	Approved	

### CITE #16

Question	Explanation	
Did the agency provider/County Board conduct a monthly review of unusual incidents?	The provider did not conduct a monthly review of Unusual Incidents.	
POC	Status	Comments
A review of all unusual incidents will be conducted monthly for all individuals served. This documentation will be collected, reviewed and maintained by Jamie O'Rourke. UI logs have been created for all months that services were rendered in the past. Completed as of 12/2/2013.	Approved	

### CITE #17

Question	Explanation	
Did all direct service staff receive training on each individual's ISP/BSP prior to implementation?	The provider did not ensure that staff received training on aversive behavior plans prior to implementation.	
POC	Status	Comments
A document that is signed by staff members will be included within the staff members file which verifying they have received training on each individual's ISP/BSP. Jamie O'Rourke will ensure that this documentation is completed prior to implementation. A log of ISP/BSP training has been created and implementation has gone into effect immediately.	Approved	

### CITE #18

Question	Explanation	
Are all vehicles used to transport individuals covered by a current insurance policy that meets the requirements of the service provided?	Provider failed to provide evidence of staff auto insurance.	
POC	Status	Comments
Verification of current vehicle insurance that meets the requirements will be included in each staff members file whom transports consumers. Jamie O'Rourke will ensure that this documentation is collected and kept up to date within each employees file.	Approved	

**CITE #19**

Question	Explanation
Was the provider staff's name checked against the sex offender and child-victim offender database?	Provider failed to provide evidence of this database check.

POC	Status	Comments
All employees will be looked up within the sex offender and child-victim offender database prior to contact with consumers. A printout showing that no incidents have occurred will be kept within each employees file. A check of all current staff has been conducted as of 12/3/2013 and all files now include the verification of no incidents. Jamie O'Rourke will ensure that all employees are screened.	Approved	

**CITE #20**

Question	Explanation
Was the provider staff's name checked against the database of incarcerated and supervised offenders?	Provider failed to provide evidence of this database check.

POC	Status	Comments
All employees will be looked up within the database of incarcerated and supervised offenders prior to contact with consumers. A printout showing that no incidents have occurred will be kept within each employees file. A check of all current staff has been conducted and all files now include the verification of no incidents. Jamie O'Rourke will ensure that all employees are screened. Completed as of 12/2/2013	Approved	