

# Compliance Summary Report

Compliance Summary Report of **Agency Review Tool 3/31/14** on **The Sech-Kar Co.**

Reviewer: **Leveland Taylor**  
 Provider: **The Sech-Kar Co.**  
 County Name: **Athens County**

Total Cites: **11**  
 Total POCs: **11**

## CITE #1

Question	Explanation	
Was the provider staff's name checked against the Inspector General's Exclusions list?	9.32The Inspector General's Exclusions list was not checked for Nick Edwards (date of hire 7/15/13) or Sarah Yost (date of hire 1/16/13).	
POC	Status	Comments
The Inspector General list was checked for both Nick and Sarah on 3/21/14. Both were clear. The Inspector General check has been and is still included in our pre-hire checklist. This was an oversight at hire.(See attached Inspector General searches)yes	Approved	

## CITE #2

Question	Explanation	
If the provider is responsible for providing Non-Medical Transportation, does the vehicle have a first aid kit?	10.6 If the provider is responsible for providing Non-Medical Transportation, does the vehicle have a first aid kit?Provider failed to ensure that first aids kits in Non-Medical Transportation vehicles were stocked with first aid supplies.	
POC	Status	Comments
While all NMT vehicles had first aid kits, we have purchased new supplies for all kits. This was completed by 3/17/14.	Approved	

## CITE #3

Question	Explanation	
If the provider is responsible for providing Non-Medical Transportation, does the vehicle have a fire extinguisher?	10.5 If the provider is responsible for providing Non-Medical Transportation, does the vehicle have a fire extinguisher?Provider failed to ensure the fire extinguishers in the Non-Medical Transportation vehicles were fully charged and annually inspected.	
POC	Status	Comments
While all NMT vehicles had fire extinguishers, one was not charged. That extinguisher has been inspected and re-charged as of 3/26/14. We have added NMT vehicle fire extinguishers to our list of extinguishers that are checked annually.	Approved	

**CITE #4**

Question	Explanation	
<p>If the provider is responsible for providing non-medical transportation, do all vehicles used to transport individuals have all required inspections?-Daily vehicle inspections-Annual vehicle inspection by the state highway patrol or certified mechanic.</p>	<p>10.7 If the provider is responsible for providing non-medical transportation, do all vehicles used to transport individuals have all required inspections?-Daily vehicle inspections-Annual vehicle inspection by the state highway patrol or certified mechanic. Provider failed to ensure that all Non-Medical transportation vehicles had a daily inspection sheet completed by drivers.</p>	
POC	Status	Comments
<p>While the NMT documentation included a list of items to be inspected daily and a general acknowledgement that this was done, The Sech-Kar Company has added a new vehicle inspection sheet that requires a daily initialing of each inspected item.(See attached documentation sheet.)</p>	<p>Approved</p>	

**CITE #5**

Question	Explanation	
<p>If the provider is responsible for providing Non-Medical Transportation, did the staff person receive testing for controlled substances and was the staff person found to be drug free prior to providing transportation services?</p>	<p>9.25Staff Amanda Kidd did not have drug testing prior to the date when she started providing Non-Medical Transportation services on 2/6/13. The provider stated Ms. Kidd would complete the drug testing before providing any further NMT services.</p>	
POC	Status	Comments
<p>Amanda had in-house drug testing by our company nurse prior to driving NMT but she did not have a DOT-approved test. Amanda was suspended from driving until she got a DOT-approved test. Test was completed and Amanda is able to drive NMT again.(See attached test)</p>	<p>Approved</p>	

**CITE #6**

Question	Explanation	
<p>Did the provider/staff person providing HPC waiver services receive annual training in the principles to positive intervention culture?</p>	<p>9.28There was no evidence of annual training on positive intervention culture for Johamar DeJesus (date of hire 1/28/13) or Sarah Yost (date of hire 1/16/13). Other staff who did not have proof of this training had worked for the agency less than a year.</p>	
POC	Status	Comments
<p>Although this topic is included in our annual training, the specific topic is not listed on the training sign in sheet. We are updating our training documentation to ensure this topic is listed by 4/1/14.</p>	<p>Approved</p>	

**CITE #7**

Question	Explanation	
Did the provider/staff person providing HPC waiver services receive annual training in self determination?	9.27There was no evidence of annual training on self-determination for Johamar DeJesus (date of hire 1/28/13) or Sarah Yost (date of hire 1/16/13). Other staff who did not have proof of this training had worked for the agency less than a year.	
POC	Status	Comments
Although this topic is included in our annual training, the specific topic is not listed on the training sign in sheet. We are updating our training documentation to ensure this topic is listed by 4/1/14.	Approved	

**CITE #8**

Question	Explanation	
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?	9.6All staff had signed application forms that included references to 14-day notification, but the list of disqualifying offenses was not complete. The reviewer shared a sample attestation form that shows all disqualifying offenses in tier format.	
POC	Status	Comments
The Sech-Kar Company will remove the current list of offenses and attestation form from our application for employment. We have received the updated attestation form. All current employees will sign the updated form and it will be added to our hiring packet by April 11th 2014.(See attached application and form now used)	Approved	

**CITE #9**

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?	9.7All staff had signed application forms that indicated they had no disqualifying offenses, but the list of offenses was not complete. The reviewer shared a sample attestation form that shows all disqualifying offenses in tier format.	
POC	Status	Comments
The Sech-Kar Company will remove the current list of offenses and attestation form from our application for employment. We have received the updated attestation form. All current employees will sign the updated form and it will be added to our hiring packet by April 11th 2014. (See attached application and form now used)	Approved	

**CITE #10**

Question	Explanation	
<p>Are the interior, exterior and grounds of the building maintained in good repair and in a clean and sanitary manner?</p>	<p>11.7 Are the interior, exterior and grounds of the building maintained in good repair and in a clean and sanitary manner. Provider failed to ensure that the building used for the ADS was maintained in good repair and in a clean and sanitary manner.</p>	
POC	Status	Comments
<p>The Sech-Kar Co. met with all ADS directors to discuss cleaning schedules and procedures. A cleaning checklist was made available for use at each site. It was decided that staff would be paid for any extra time it may take to clean after clients have gone home for the day. Specifically at the Doanville location we have replaced bathroom faucet and floor vents.</p>	<p>Approved</p>	

**CITE #11**

Question	Explanation	
<p>Are all vehicles used to transport individuals covered by a current insurance policy that meets the requirements of the service provided?</p>	<p>9.23 Staff Sarah Yost and April Balch-Sykes had proof of current auto insurance, but the policies were not in their names. The provider should verify that each driver is covered via a declaration page or other documentation.</p>	
POC	Status	Comments
<p>The Sech-Kar Company has changed HR procedures to ensure that all auto insurance cards show the staff name as an insured driver. Proof of insurance for Sarah and April has been received and all staff files have been reviewed for this issue. (See attached policy declaration pages for Sarah and April.)</p>	<p>Approved</p>	