



Kids Helping Kids

Teen drug treatment that works.

FAX TO: Drew Palmiter, ODADAS
FAX #: (614) 752-8645
FROM: Penny Walker
DATE: March 15, 2002
SUBJECT: Certification Documentation

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MAR 18 2002
ODADAS
Contract Compliance Unit

Message

Enclosed are a couple of examples of Termination Summaries which include level of care as you requested.

Also, included are our revised treatment plan forms which address level of care to which the client was admitted and frequency, duration and type of treatment services. Goals are individualized on these forms.

Penny Walker



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Teen drug treatment that works.

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ODADAS
Contract Compliance Unit

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Penny Walker, MS, CCDC III-E

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March 8, 2001

Drew Palmiter
Division of Quality Improvement
Ohio Department of Alcohol
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280 N. High Street, 12th Floor
Columbus, OH 43215-2537

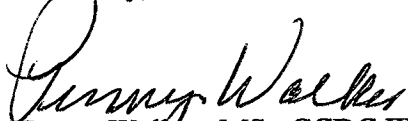
RE: Seq. 03234

Dear Drew:

Kids Helping Kids had its re-certification visit January 8th. As we discussed, enclosed is the Corrective Action Report with verification for the deficiencies sited in the report dated January 14th.

I look forward to meeting you on April 19th for the follow-up visit.

Sincerely,


Penny Walker, MS., CCDC III-E
Executive Director

encl.

Corrective Action Report
Tri-State Rehabilitation & Counseling Program, Inc.
dba Kids Helping Kids, Seq. 03234

General Deficiencies

1. A policy has been written that prohibits an individual from supervising any person closely related by blood/marriage or other significant relationship/business associate, as required by OAC 3973:2-1-03 (O)(16). This policy will be approved by our board at the April 23rd board meeting. See Attachment 1.
2. The program has developed an assessment form for each level of care based on Departmental protocols, as required by OAC 3793:2-1-05 (E). See Attachment 2.
3. A procedure has been written for terminating client services including terminating against advise of program, as required by OAC 3793:2-1-05(G)(8). See attachment 3.
4. The program now has a written procedure for obtaining an assessment for each client admitted to the program including acceptance of an assessment performed within 90 days of admission date by another certified program, as required by OAC 3793:2-1-05 (G) (10). See Attachment 4.
5. Our nurse has developed a procedure for providing counseling and client education on exposure to, and the transmission of tuberculosis, hepatitis B and C, and HIV disease, as required by OAC 3793:2-1-05 (G)(14). She has held one of these classes which is now documented in client records and will hold them monthly. Client records will be available during follow-up visit.
6. A policy prohibiting the striking of a client/prospective client/client's family member/client's significant other, as required by OAC 3793:2-1-05(G)(15) has been written and will be approved by the board April 23rd. See attachment 5.
7. Comprehensive supervision services are being provided by the Program Director. Supervision goals for each treatment provider have been developed and are documented in their personnel evaluations. The second page of a performance evaluation, Attachment 6, is included as an example of this documentation. Supervision activities are documented and maintained by the Program Director.
8. A policy and procedure has been written for access to client records by individuals other than clients/staff, as required by OAC 3793:2-1-06 (D)(2). See Attachment 7. This policy will be approved by the board on April 23rd, 2002.
9. The policy regarding the retention of client records, as required by OAC 3793:2-1-06 (D)(6) has been changed to state that records will be retained at least seven years

after a client leaves treatment. A procedure for destruction of client records has been written. See Attachment 7.

10. The program has included in the client grievance procedure the requirement that written acknowledgment of receipt of the grievance is provided to each grievant within 3 working days, as required by OAC 3793:2-1-07(H)(8). See attachment 8.

Site-Specific Deficiencies

1. As required by OAC 3793:2-1-08(K)(3) the KHK mental health status form has been changed to include OTC/prescription drug use. Allergies, including food/drug reactions, and recommendations for treatment are noted on admission documentation and addressed in the physical. See Attachment 9.
2. Client files now contain an ITP that contains the LOC to which the client was admitted, and frequency/duration/types of treatment services, as required by OAC 3793:2-1-06 (K)(2) and (6). An example of an ITP is included as Attachment 10 and other files will be available during the follow-up visit.
3. Our disclosure forms have been changed to include the type and amount of information to be disclosed as required by OAC 3793:2-1-06 (H)(5). See Attachment 11.
4. Our disclosure forms have been revised to contain the full regarding the prohibition of disclosure, as required by OAC 3793:2-1-06(I). See attachment 11.
5. Diagnosis and LOC/services provided during the course of treatment, as required by OAC 3793:2-1-06(P)(4) and (P)(6), have been added to termination summaries, examples of which will be provided during the follow-up visit.
6. Clients are now initialing the results of urinalysis as required by OAC 3793:2-1-08 (R) (1) (g). Examples will be provided during the follow-up visit.