

Division of Health Service Regulation

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:  <b>MHL029-025</b>	(X2) MULTIPLE CONSTRUCTION A. BUILDING: _____  B. WING: _____	(X3) DATE SURVEY COMPLETED  <b>R</b> <b>10/26/2021</b>
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NAME OF PROVIDER OR SUPPLIER  
**THE WORKSHOP OF DAVIDSON-GROUP HOME II (ME**

STREET ADDRESS, CITY, STATE, ZIP CODE  
**226 WEST NINTH STREET  
LEXINGTON, NC 27292**

(X4) ID PREFIX TAG	SUMMARY STATEMENT OF DEFICIENCIES (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LSC IDENTIFYING INFORMATION)	ID PREFIX TAG	PROVIDER'S PLAN OF CORRECTION (EACH CORRECTIVE ACTION SHOULD BE CROSS-REFERENCED TO THE APPROPRIATE DEFICIENCY)	(X5) COMPLETE DATE
V 000	INITIAL COMMENTS  An annual and follow up survey was completed on 10/26/2021. Deficiencies were cited.  This facility is licensed for the following service category: 10A NCAC 27G .5600C Supervised Living for Adults with Developmental Disability.	V 000	V118: Staff re-training will occur to review required and necessary job duties in regards to ensuring that medication administration assistance is completed accurately and that MARs are documented on accurately and in a timely fashion. Group Home Supervisors in Charge (SIC) and Reliefs (RSIC) will have the opportunity to ask questions after the review of procedural re-training. Any questions will be clarified. All SIC and RSIC will complete a staff confirmation form with their signature signifying their understanding of the procedures and their responsibilities. SIC and RSIC will be responsible for reviewing the MAR at each medication pick up to ensure all meds are listed. MARs are currently printed out by the prescribing pharmacy. SIC and RSIC will review to ensure all standard and PRN meds are listed, and will add any new medications as they are prescribed. SIC and RSIC will review MARs before the end of each shift to ensure they have completed all documentation accurately and completely. Dates the resident is not present or refuses medications will be marked with /, TL, or J, depending on the circumstance. SIC will send in MARs to the Group Home Coordinator on a weekly basis to be reviewed. Any errors or concerns will be reviewed with the appropriate staff and corrective actions will be determined. Repeated errors will lead to the staff disciplinary process being implemented. If procedural re-training is not sufficient and additional re-training is shown to be necessary it will occur as needed.	By: December 25, 2021
V 118	27G .0209 (C) Medication Requirements  10A NCAC 27G .0209 MEDICATION REQUIREMENTS (c) Medication administration: (1) Prescription or non-prescription drugs shall only be administered to a client on the written order of a person authorized by law to prescribe drugs. (2) Medications shall be self-administered by clients only when authorized in writing by the client's physician. (3) Medications, including injections, shall be administered only by licensed persons, or by unlicensed persons trained by a registered nurse, pharmacist or other legally qualified person and privileged to prepare and administer medications. (4) A Medication Administration Record (MAR) of all drugs administered to each client must be kept current. Medications administered shall be recorded immediately after administration. The MAR is to include the following: (A) client's name; (B) name, strength, and quantity of the drug; (C) instructions for administering the drug; (D) date and time the drug is administered; and (E) name or initials of person administering the drug. (5) Client requests for medication changes or checks shall be recorded and kept with the MAR file followed up by appointment or consultation with a physician.	V 118		

Division of Health Service Regulation  
LABORATORY DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE

*Kara Cochy*

TITLE

Executive Director

(X6) DATE

11/10/2021

STATE FORM

6899

NEMY11

If continuation sheet 1 of 8

DHSR - Mental Health

NOV 24 2021

Lic. & Cert. Section

Division of Health Service Regulation

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V 118	<p>Continued From page 1</p> <p>This Rule is not met as evidenced by: Based on record reviews and interviews, the facility failed to ensure that the MAR was kept current, and administration of medications was documented immediately following administration affecting 2 of 3 audited clients (#1 &amp; #3). The findings are:</p> <p>Review on 10/26/2021 of Client #1's record revealed:</p> <ul style="list-style-type: none"> <li>- Admission date: 5/9/1969</li> <li>- Diagnoses: Mild Intellectual Disabilities; Cerebral Palsy; Gastroesophageal Reflux Disease (GERD); Osteoarthritis NOS (not otherwise specified)-Shoulder; Chronic Kidney Disease-Stage 3; and Anemia</li> <li>- Physician's ordered for the following medications: <ul style="list-style-type: none"> <li>-- Fluticasone nasal spray, 2 sprays by nasal route QD (every day), dated 2/10/2021;</li> <li>-- Trazodone 50mg (milligrams), 1 tablet every night, dated 7/26/2021;</li> <li>-- Divalproex 125mg, 1 tablet BID (twice daily), dated 7/26/2021;</li> <li>-- Lansoprazole DR 30mg, 1 tablet QD (every day), dated 2/10/2021;</li> <li>-- Loratadine 10mg, 1 tablet QD, dated 2/10/2021;</li> <li>-- Nortriptyline 25mg, 1 tablet QHS (every night at bedtime), dated 2/10/2021.</li> </ul> </li> </ul> <p>Review on 10/26/2021 of Client #1's MARs dated 8/1/2021 to 10/26/2021 revealed:</p>	V 118		

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V 118	<p>Continued From page 2</p> <ul style="list-style-type: none"> <li>- There was no documentation of administration of trazodone, divalproex, or nortriptyline at their scheduled "PM" dose time on 9/25/2021.</li> <li>- There was no documentation of administration of fluticasone nasal spray, divalproex, lansoprazole, or loratadine at the "AM" dose time on 9/26/2021.</li> </ul> <p>Review on 10/25/2021 of Client #3's record revealed:</p> <ul style="list-style-type: none"> <li>- Admission date: 1/11/2020</li> <li>- Diagnoses: Mild Intellectual Disabilities; Epilepsy-Unspecified; VNS (vagus nerve stimulator) implant for seizures (2019); and VP (ventriculoperitoneal) Shunt placement (a device that relieves pressure on brain due to excess fluid).</li> <li>- Physician's order for Super Vitamin B-complex, 1 QD, dated 6/15/2021.</li> </ul> <p>Review on 10/25/2021 of Client #3's MARs dated 8/1/2021 to 10/25/2021 revealed:</p> <ul style="list-style-type: none"> <li>- Super Vitamin B-complex was not listed on the August or September MARs.</li> </ul> <p>Interview on 10/25/2021 with Client #1 revealed:</p> <ul style="list-style-type: none"> <li>- He did not know the names of his medications.</li> <li>- He did not think there had been any problems with the administration of his medications.</li> </ul> <p>Interview on 10/25/2021 with Client #3 revealed:</p> <ul style="list-style-type: none"> <li>- He knew the names of some of his medications, but not all.</li> <li>- He did not have any concerns about his medications.</li> </ul> <p>Interview on 10/26/2021 with Staff #1 revealed:</p> <ul style="list-style-type: none"> <li>- When she saw blanks on clients' MARs, she notified the Qualified Professional (QP) and the staff that did not sign it.</li> </ul>	V 118		

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V 118	<p>Continued From page 3</p> <p>- She thought that clients at the facility had been administered all of their medications correctly.</p> <p>Interview on 10/26/2021 with Staff #2 revealed:</p> <p>- She did not know of any errors related to medication administration.</p> <p>- If a medication was not listed on the MAR, she did not administer it.</p> <p>Interviews on 10/25/2021 &amp; 10/26/20212 with the QP revealed:</p> <p>- The Pharmacy printed out the MARs.</p> <p>- She and facility staff checked behind the Pharmacy to ensure MARs were correct.</p> <p>- If the Pharmacy did not fill in a medication on the MARs, the facility staff would write it in.</p> <p>- Facility staff may have forgotten to put Client #3's Vitamin B on the MARs.</p> <p>- As far as she knew, clients #1 and #3 had been administered all of their medications correctly.</p> <p>Interview on 10/26/2021 with the Executive Director revealed:</p> <p>- She did not review the MARs.</p> <p>- The facility had changed to a different Pharmacy several months ago.</p> <p>- She thought that the change in Pharmacy had resolved issues with MARs.</p>	V 118	<p>V736: Staff re-training will occur to review necessary and required job duties in regards to procedures to keep the group home maintained in a clean, safe, attractive, and orderly fashion as required. The Group Home Supervisor in Charge (SIC) or Relief (RSIC) will have an opportunity to ask questions for clarification of duties or information after the review of procedural re-training. All SIC and RSIC will complete a staff confirmation form with their signature signifying their understanding of the procedures and their responsibilities. As part of the procedural retraining a checklist will be implemented for SIC or RSIC to complete as tasks are completed. These tasks will include duties that need to be completed on a daily, weekly, and monthly occurrence. Completion can occur through supervision of resident(s) completing the tasks, assisting the resident in completing the tasks, or the staff independently completing the tasks. The check lists will be turned into the Group Home Coordinator at the end of each month for review. The Group Home Coordinator will complete a walk through of the group home at the end of the month and others times unannounced to ensure items on the check lists are being completed and that cleaning and maintenance projects are being kept up to date. If duties are not being fulfilled or completed as required the Coordinator will meet with the SIC or RSIC to determine corrective actions, if repeated non-compliance with duty completion occurs the disciplinary process will be implemented. Additional re-training will occur as deemed necessary. Currently a list of all maintenance or cleaning projects has been developed. Repairs and cleaning are in the process of occurring and will be completed as soon as possible. If replacement of the bath or shower has to occur this will be in process as soon as scheduling can occur.</p>	By: Novemeber 25,2021
V 736	<p>27G .0303(c) Facility and Grounds Maintenance</p> <p>10A NCAC 27G .0303 LOCATION AND EXTERIOR REQUIREMENTS</p> <p>(c) Each facility and its grounds shall be maintained in a safe, clean, attractive and orderly manner and shall be kept free from offensive odor.</p>	V 736	<p>V736: Staff re-training will occur to review necessary and required job duties in regards to procedures to keep the group home maintained in a clean, safe, attractive, and orderly fashion as required. The Group Home Supervisor in Charge (SIC) or Relief (RSIC) will have an opportunity to ask questions for clarification of duties or information after the review of procedural re-training. All SIC and RSIC will complete a staff confirmation form with their signature signifying their understanding of the procedures and their responsibilities. As part of the procedural retraining a checklist will be implemented for SIC or RSIC to complete as tasks are completed. These tasks will include duties that need to be completed on a daily, weekly, and monthly occurrence. Completion can occur through supervision of resident(s) completing the tasks, assisting the resident in completing the tasks, or the staff independently completing the tasks. The check lists will be turned into the Group Home Coordinator at the end of each month for review. The Group Home Coordinator will complete a walk through of the group home at the end of the month and others times unannounced to ensure items on the check lists are being completed and that cleaning and maintenance projects are being kept up to date. If duties are not being fulfilled or completed as required the Coordinator will meet with the SIC or RSIC to determine corrective actions, if repeated non-compliance with duty completion occurs the disciplinary process will be implemented. Additional re-training will occur as deemed necessary. Currently a list of all maintenance or cleaning projects has been developed. Repairs and cleaning are in the process of occurring and will be completed as soon as possible. If replacement of the bath or shower has to occur this will be in process as soon as scheduling can occur.</p>	

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V 736	<p>Continued From page 4</p> <p>This Rule is not met as evidenced by: Based on record review, observations and interviews, the facility was not maintained in a safe, clean, attractive and orderly manner. The findings are:</p> <p>Review on 10/10/25/2021 of a local Sanitation inspection report dated 8/25/2021 revealed:</p> <ul style="list-style-type: none"> <li>- A total of 17 demerits.</li> <li>- "... All equipment and furnishings shall be easily cleaned and shall be kept in good repair. Clean inside the oven and storage drawer underneath the oven. Clean the inside of the kitchen cabinets, the microwave, crock pot, and fryers.</li> <li>- The hallway bathroom has a tub with the finish coming off in the bottom, please refinish. Replace the water faucet knob as it is coated in black mildew. Clean inside the vanity cabinets, restock paper towels. Clean 2nd bathroom shower and repair the peeling paint at ceiling and around bottom of shower.</li> <li>- ... Please repair the damage blinds throughout the facility ...</li> <li>- Ventilation equipment shall be kept clean. The window sills in many rooms needs to be dusted and cleaned ...</li> <li>- Garbage shall be stored in covered containers and removed at a frequency necessary to prevent attracting pests. **The garbage cans are overflowing and can not be covered. If more trash cans are needed please contact the city to acquire more so you have more storage."</li> </ul> <p>Observation of the facility and it's grounds at approximately 1:00pm on 10/25/2021 revealed:</p> <ul style="list-style-type: none"> <li>- The demerits from the Sanitation inspection listed above remained unchanged.</li> </ul>	V 736		

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V 736	<p>Continued From page 5</p> <ul style="list-style-type: none"> <li>- Additional observation revealed:</li> <li>- 3 of 4 rocking chairs on the front porch had either broken seat slats or a broken armrest;</li> <li>- A large, outdoor rolling trash container had a hole on the side that was approximately 5 x 3 inches;</li> <li>- The microwave had splashed food debris sticking to the sides and top of the interior;</li> <li>- Grease-like film was on the exterior of the deep fryer;</li> <li>- Unidentified debris was present on interior of the kitchen and pantry cabinets;</li> <li>- Peeling paint was present on the wall and floor of the shower surround in bathroom #1;</li> <li>- Dust was present on the bathroom vents;</li> <li>- In bathroom #2: the spring-type shower curtain rod at the tub fell when the curtain was being pulled to the side, there was a thick layer of dust on the ceiling vent, Mildew-like stains were present in the tub, and on the doorway to the toilet</li> <li>- The closet in the laundry area had black stains on a shelf;</li> <li>- In Client #1's bedroom: dust wafted up when the window was opened and there was no bulb in the closet light fixture;</li> <li>- In Client #3's bedroom: the curtain for the closet doorway was lying on the floor and there was dust on photos and cards that were pinned to the wall;</li> <li>- In Client #4's bedroom: there was no door or curtain over the closet doorway;</li> <li>- In Client #5's bedroom: the cover for the ceiling-mounted florescent light fixture was missing and there was peeling paint along the baseboard of the walls.</li> </ul> <p>Interview on 10/25/2021 with Client #1 revealed:</p> <ul style="list-style-type: none"> <li>- His bed was "messed up. They (facility management) are supposed to order a new part for my bed ..."</li> </ul>	V 736		

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V 736	<p>Continued From page 6</p> <ul style="list-style-type: none"> <li>- He did not know who was supposed to do the dusting in the facility.</li> <li>- He was supposed to keep his own room clean.</li> <li>- The sink in one of the bathrooms had been "bad forever" and needed to be replaced.</li> </ul> <p>Interview on 10/25/2021 with Client #2 revealed:</p> <ul style="list-style-type: none"> <li>- Another client had broken the chairs on the front porch on an unknown date.</li> <li>- He was responsible for cleaning his own bedroom.</li> </ul> <p>Interview on 10/25/2021 with Client #3 revealed:</p> <ul style="list-style-type: none"> <li>- Clients were responsible for cleaning their own bedrooms.</li> <li>- Another client had broken the chairs that were on the front porch.</li> <li>- He did not know how long the shower knob in the bathroom had been broken.</li> </ul> <p>Interview on 10/26/2021 with Staff #1 revealed:</p> <ul style="list-style-type: none"> <li>- "Deep cleaning" was completed approximately every 2-3 months.</li> <li>- The clients at the facility were all males and not interested in keeping the facility clean.</li> <li>- The entire facility needed to be painted.</li> <li>- New handles for the shower and tub had been ordered to replace the stained and broken ones.</li> <li>- Two bedframes had been ordered to replace broken ones.</li> <li>- Cleaning had been completed around the tub and shower in order to remove the mildew stains, but the mildew returned after cleaning.</li> </ul> <p>Interview on 10/26/2021 with Staff #2 revealed:</p> <ul style="list-style-type: none"> <li>- She tried to complete deep cleaning in the facility at least once a month during her weekend shift.</li> <li>- She did not know how the chairs on the front porch were broken.</li> </ul>	V 736		

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V 736	<p>Continued From page 7</p> <ul style="list-style-type: none"> <li>- The facility was old.</li> <li>- When she cleaned the mildew in the bathrooms on one weekend, the stains would return again by the next weekend.</li> <li>- New blinds were needed in client bedrooms.</li> </ul> <p>Interviews on 10/25/2021 and 10/26/2021 with the QP revealed:</p> <ul style="list-style-type: none"> <li>- She had already ordered new bed frames for two clients, but they had not been delivered yet.</li> <li>- Several repairs had already been made at the facility, including replacing missing siding, repairing the crawlspace door, and replacing the kitchen sink.</li> <li>- She was awaiting approval for the purchase a new stove.</li> <li>- The tub and shower had never been replaced, but they had been painted over in the past.</li> <li>- Clients and staff were responsible for cleaning in the facility.</li> </ul> <p>Interview on 10/26/2021 with the Executive Director revealed:</p> <ul style="list-style-type: none"> <li>- Maintenance and repairs that had been completed at the facility included fixing a porch, pressure washing the exterior, closet doors were removed and replaced with curtains, and the tub had been refinished.</li> <li>- She thought that all needed repairs had already been made at the facility.</li> </ul> <p>This deficiency constitutes a recited deficiency and must be corrected within 30 days.</p>	V 736		





Vocational & Life Skills Training  
for Adults with Disabilities

# Training Memo

To: All Group Home II Staff  
From: Kara Cody, Executive Director  
CC: Aracele Tith, Group Home Coordinator  
Date: 11/9/2021  
Re: Medication/ Documentation Accountability and Group Home Cleanliness and Upkeep

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As a part of our recent DHHS and Health Department Inspection reviews we have run across several errors/problems that have been addressed previously and will be reviewed again here as retraining towards safely assisting residents with medication administration, your responsibilities for documentation on each shift worked, and your responsibilities for keeping the group homes safe, clean, and orderly.

As this is the second citation for these errors they hold higher requirements for compliance and issues must be resolved by November 25, 2021.

**If in the future there is further disregard towards the accurate and through completion of these duties, the disciplinary process will be implemented for the staff that are not appropriately completing their required responsibilities.**

All staff will review this training memo, ask questions if necessary for clarification, and once understanding of the subject is reached, complete the staff confirmation form. Keep the memo – return the staff confirmation form to Kara Cody.

## Reminders of Responsibilities in SIC and RSIC Job Descriptions:

- Maintenance and upkeep of residential facility
- Responsible for cleanliness of house
- Responsible for supervising chore schedule and providing training and assistance as necessary
  - a. Keeping individuals room clean and in order
  - b. Cleaning bathrooms
  - c. Assigning laundry schedule
  - d. Rotate assignments
    1. washing dishes
    2. cleaning and mopping kitchen, dining room, bathrooms, and laundry room
    3. Empty trash
    4. Cleaning hallways and den
    5. Cleaning porches and walkways
    6. Upkeep of lawn and shrubbery

- Keep house and grounds ready for inspection by Federal, State, County, City, Vocational Rehabilitation, Probation, Health, and Fire Officials, Board of Directors, Administrators, and Parents of current or prospective persons served.
  - Medication administration records kept daily as medications are administered
  - Keeping all medications in stock, refills ordered as needed, medications in date and orderly, and ensure all medications match doctor's orders.
- 

- **Effective Immediately: All MAR reports will be sent for Coordinator review each Monday.**
  - **If at any time MARs have not been accurately completed the Coordinator will communicate with the staff in error and review corrective actions. Repeated errors will be subject to the disciplinary process.**
- 

### Medication Assistance/ Documentation Accountability

- All Medications should be distributed as prescribed.

**Staff needs to ensure that each medicine that is active is written on the MAR. Not all meds are automatically included on the MAR so each staff should verify meds that are in place and ensure they are listed on the MAR. SIC/RSIC will make sure any med changes are documented as required and that MARs are updated when meds are added or discontinued.**

Please read the medication label and the MAR before you initial the MAR – if you are going down the page and initialing every box without reading it and confirming that you are actually distributing the medication then this leads to error and is not proper procedure. If staff are just blindly going down the page and initialing – you may not realize that you are following another person's error. Such as initialing a PRN when you did not give it- or you may be missing a medication that is not listed.

- Always read and check them off as you give the medication. If you have a conflicting Med name look it up or call the pharmacist if you have a question, but always make sure the number of meds you give and the number of meds you initial is the same.
- Another Example: If a medication is not on the MAR and is supposed to be given, check current doctors orders and check with the SIC or on call to make sure if it has been discontinued or accidentally left off MAR to ensure it is not being missed in error.

**Also be sure that you initial all places given and if something is not given because it is PRN mark it with a / through the block or a capital J or TL if the person is on leave. \*\*\* We have been cited because blocks are being skipped and not initialed as required or are being initialed haphazardly and are causing inaccuracies.**

**All staff need to review all MAR's, Grids, daily notes, etc. BEFORE your shift ends, your name, title, dates, initials, types of prompts and progress should be accurately documented in ALL required places. If you miss MAR blocks you have created a MED Error, repeated MED errors will be subject to the disciplinary process.**

I also remind you that there is a documentation log for all medications, and all staff should be counting meds and documenting on these forms at the beginning and end of every shift. SIC should ensure that ALL prescription medications are kept in one central double locked location and included in the logs.

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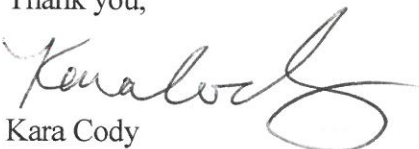
### Group Home Maintenance and Cleanliness

- **Effective Immediately: Group Home Cleanliness and Maintenance forms will be reviewed on a daily basis by SIC or Relief SIC – all duties must be initialed as completed on each shift as scheduled. SIC or Relief SIC will supervise residents in completion of tasks or assist residents in completion of tasks as necessary or will complete the duties to ensure accurate and timely completion.**
- See attached Group Home Cleanliness and Maintenance forms. Tasks are scheduled on a daily, weekly, or monthly basis. Please review the tasks in each section, ask questions if you need any duties clarified. Request maintenance that you cannot complete yourself on the appropriate written maintenance form as repairs or maintenance needs occur.
- Completed forms will be sent in to the Coordinator with other end of month paperwork.
- The Coordinator will review the forms and will go to the home and do an inspection at the end of the month. Drop in and other unscheduled inspections will occur as needed.
- **Please ensure if any emergency cleaning situations arise (such as toileting issues or other bio-hazard messes) that they are addressed immediately and not left unattended. No staff should leave the home or shift if there is a bio-hazard or human waste issue present in the house without cleaning the area and properly sanitizing and disinfecting the area and ensuring that a risk is not occurring to other residents. If extra supplies are necessary – then obtain the supplies and complete the job before ending your time on the clock.**
- **Please also review the list of current demerits from our recent H.Dept inspection and the findings of required cleaning items and maintenance from the DHHS review. All items need to be completed by November 25, 2021 and will be subject to re-inspection from DHHS.**

I know we have a considerable amount of responsibilities in our hands and that there are many distractions and obligations during your shift, but it is our job to ensure we are completing all tasks with the upmost concern to accuracy. Proper documentation is also a safeguard to you as a staff, to be able to accurately account for medications and the safety, health, and well-being of our residents is always our number one priority in all regards but especially with the administration of medication and the cleanliness and healthy atmosphere of the home.

If you have any questions, please feel free to discuss those with me.

Thank you,

  
Kara Cody

**Mailing Address**  
P.O. Box 906  
Lexington, NC 27293-0906

**Location:**  
275 Monroe Road  
Lexington, NC 27292

**Group Homes**  
226 West Ninth Street, Lexington, NC  
509 Shoaf Street, Lexington, NC

**Telephone:** (336) 248-2816  
**Fax:** (336) 248-4995  
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Vocational & Life Skills Training  
for Adults with Disabilities

**Persons Served Medication Administration and Documentation Requirements  
Group Home Maintenance/Cleanliness Requirements  
Staff Confirmation Form**

My signature stands as confirmation that I have received training or reviewed information in Medication Administration and Documentation Requirements and Group Home Maintenance/Cleanliness Requirements. I understand that I am responsible for the implementation of these requirements as it applies to my job and that failure to properly complete tasks as required can lead to the disciplinary process. I also understand my responsibility to the persons to whom I provide care and that maintaining the safety and well being of these persons are my duty as a staff of The Workshop of Davidson.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

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Dates of Week:	Staff Initial as completed on shift						
DAILY DUTIES	SUN	MON	TUE	WED	THUR	FRI	SAT
<b>Bedrooms</b>							
Make Beds							
Fold and put away clothes							
Declutter/Straigten rooms							
Closet door covers are in place							
Empty bedroom trash							
<b>Dining Room</b>							
Wipe tables							
Sweep floor (mop if needed)							
<b>Kitchen</b>							
Wash dishes							
Clean counter tops							
Take out Trash							
Sweep floor (mop if needed)							
Check appliances for cleanliness and clean prn							
Clean Sink							
<b>Bathroom</b>							
Wipe Toilet seats							
Clean mirror and countertops							
Wipe out or spray daily cleaner in shower							
Empty trash							
<b>Living Room/Hallways/Laundry Room</b>							
Straighten up couches and pillows							
Declutter							

Dates of Week:	Staff Initial as completed on shift						
WEEKLY DUTIES	SUN	MON	TUE	WED	THUR	FRI	SAT
<b>Bedrooms</b>							
Dust all rooms							
Dust all windowsills							
Change bed linens							
Vaccum bedrooms							
Wipe down/dust televisions/electronics							
Ensure closets are tidy and door covers in place							
Ensure laundry has been completed and put away							
<b>Bathroom</b>							
Clean and Disenfect Sink							
Clean and Disenfect toilets							
Clean showers and tubs and faucets							
Clean out, dust/wipe down vanities							
Clean mirrors							
Sweep and Mop floors							
<b>Living Room/Hallways/Laundry Room</b>							
Vacuum							
Wipe down exterior of washer and dryer							
Inspect and clean dryer vent							
<b>Kitchen</b>							
Clean out expired food from pantry/fridge							
Clean/wipe down fridge and pantry							
Deepclean microwave & wipe down all appliances							
<b>Porch</b>							
Sweep porches							

Dates of Week:	Staff Initial as completed on shift									
MONTHLY DUTIES	SUN	MON	TUE	WED	THUR	FRI	SAT			
<b>Bedrooms</b>										
Wipe and clean blinds										
Wash all blankets and bedding										
Inspect pillows for replacement										
Organize closet and drawers										
<b>Bathroom</b>										
Wash rugs										
Do deep clean of shower/faucets/shower heads										
Clean out and organize cabinets/drawers										
Wipe down cabinets										
Check shower curtains/replace as needed										
<b>Kitchen</b>										
Deep clean stove/hood and oven inside and out										
Clean and wipe down inside of all cabinets/pantry										
Clean dishwasher										
<b>Throughout House</b>										
Wipe down/dust baseboards, doors, walls, etc.										
Clean out and disinfect trashcans										
Wash windows/sills										
Wipe and clean blinds										
Check and replace burnt out lightbulbs										
Inspect all furniture for damage- report damages										
Organize and replenish cleaning supplies										
Clean/dust all ceiling and floor vents										
Replace filters as scheduled										
Vacuum sofas and curtains										
Dust lampshades, light fixtures, wipe switches										
PRN- Schedule Power washing and Carpet cleaning										

11-2021    Infractions By DHHS and DC Health Dept.	Resolved Date	How Resolved/By Whom/ What Documentation Presented for Proof (copy of receipts/repair bills/pictures, etc.)
Clean inside the oven		
Clean storage drawer underneath oven		
Clean inside kitchen cabinets (Top and Bottom Cabinets) remove all debris		
Clean Pantry (remove all dust and debris)		
Clean microwave- outside and inside food splatters		
Clean all appliances- crock pot, film on outside of fryer, wipe all down		
Replace damaged blinds in entire house /or dirty blinds		
Hallway bathtub finish needs repair		
Replace water faucet knobs in showers that have black mildew		
Clean inside bathroom vanity cabinets		
Replace paper towels		
2nd Bathroom - clean shower		
2nd Bathroom - repair peeling paint at ceiling and around the bottom of shower		
Window sills in all rooms including bathrooms need cleaning (thick dust)		
All vents in bathroom and rest of house need dusting		
Garbage cans have holes- replace damaged cans		



Garbage cans are overflowing- order more cans from City		
All broken furniture needs to be removed (rocking Chairs)		
Replace Rocking Chairs		
Laundry room closet has black stains- clean stains		
Shower curtain rod fell when opening- install brackets to secure shower curtain rods		
Replace burnt out or missing closet light bulbs and any other lightbulbs		
Clean mildew from bathroom door		
Install brackets under all closet door curtain rods to hold up rods - ensure curtains stay up, and are cleaned/replaced if they get dusty		
Dust walls - dust was on posters/pictures, etc. that were pinned to walls		
Light fixture Cover in client bedroom missing and paint was peeling on baseboards in same room		
Replace Broken Beds (Print out receipt and turn in/take picture of new beds)		



Vocational & Life Skills Training  
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November 18, 2021

Clarice Rising, MSW, LCSW  
Facility Compliance Consultant I  
Mental Health Licensure and Certification Section  
NC Division of Health Service Regulation  
2718 Mail Service Center  
Raleigh, NC 27699-2718

Dear Ms. Rising:

Please find enclosed the plan of correction required per your survey completed October 26, 2021 at The Workshop of Davidson Group Home II. Thank you for your assistance during this review.

Enclosed:  
State Form  
Training Memo  
Confirmation of Staff Understanding signoff  
Daily/Weekly/Monthly Checklist  
Current list of maintenance project and resolution form

Sincerely,

Kara Cody  
Executive Director

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