

Plan of Correction

**10A NCAC 27G 0202 Personnel Requirements (V107 & V108) Standard deficiency**

Effective 11/22/21, Facility will ensure that personnel are vetted and all documents in place. Group home administrator will ensure staffs jobs descriptions are updated as necessary to reflects current job duties and responsibilities. New job descriptions to be filed and placed in personnel records. Files shall be maintained that includes organizational orientations and trainings. We will make sure that all staffs are well trained before assuming office. Documents shall be kept, even after any staff might have left the organization.

**10A NCAC 27G .0203 Competencies of Qualified Professional (V109) Type A1 neglect**

Effective 11/22/21, The Facility shall engage the services of a Qualified Professional who will conform to the policies and procedures of the facility. QP shall have the same required trainings in restrictive Intervention as all employees of the facility and documented and filed in her chart.

**10A NCAC 27G .0205 Assessment and Treatment/Habilitation or Service Plan (V112) crossed into V109 for a Type A1 neglect**

Effective 11/22/22. All client's PCPs will be completed with input from the following client/legal guardian/case managers/QP/group home staff signed and filed in client chart. Clients' goals will be reviewed with staff, updated as necessary to reflect current changes with clients.

**10A NCAC 27G .0604 Incident Response Requirements for Category A & B Providers (V367) crossed into V109 for a Type A1 neglect. Standard deficiency**

Effective 11/22/21. QP will ensure Group home administrator and group home supervisor will complete IRIS training. We will also ensure that incident reports are documented in a timely manner and submitted to the LME/MCO as needed.

**(G.S. §131E-256 Health Care Personnel Registry (V131). Recite standard deficiency.**

Effective 11/22/21. Group Home Administrator/hiring team will ensure a Health Registry and background check is completed for all new hires prior to their starting day.

Facility Staff Completing this form:

Richard Oregano, QP Administrator 12-21-21  
Name/Title Date

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date

DHSR - Mental Health

DEC 22 2021

Lic. & Cert. Section

## **QP Job Description**

### **Job Description**

**Purpose:** to specify duties and requirements of QP

**Policy:** QP will provide contract agency with a description of QP's position that includes duties and responsibilities and the minimum requirements for the position.

**Procedure:**

1. Reports to: Administrator
2. Nature of the work: Professional level position meeting the minimal formal education, licensure and certification requirements to be a qualified professional and demonstrating competencies in providing services in the professional category for which the individual is licensed or certified and has met the experience requirement.

**Duties and Responsibilities:**

1. Supervise Rehabilitation technicians I and II as appropriate to consumers' needs
2. Be available and present to meet with State auditors upon arrival to the group home
3. Complete incident reporting via IRIS with 48 hours of notification of reported incident
4. Respond to citations and develop corrective plan of actions
5. Review MARs to accuracy on a monthly basis
6. Ensure that Nurse/Pharmacy review MARs semi-annually
7. Complete intake assessments for new clients
8. Complete client's treatment plans (annually)
9. Attend treatment team meetings for clients
10. Ensure all treatment plans reflect consumer's current state, interventions and goals
11. Coordinate and link client to appropriate community services and activities
12. Audit client chart and files
13. Review consumer's progress at least monthly
14. Ensure consumer rights are protected
15. Meet with client on a monthly basis to determine specific needs, and ensure appropriate services are in place
16. Ensure high quality service is provided
17. Ensure staff are trained and privileged to provide designated consumer services
18. Follow up on any complaints/grievances filed by consumers or guardians
19. Provide opportunities for training to staff as needed
20. Audit staff chart and personnel records
21. Perform other duties as assigned
22. Completes progress notes as least monthly
23. Ensure that staff is signing off of Fire Extinguishers, and completing Fire/ER drills monthly on each shift

**Education, Training and Experience**

1. A graduate of a college or university with a baccalaureate degree in a discipline related to developmental disabilities, and at least one year of experience
2. A Registered Nurse with at least four years of working and supervisory experience in a mental institution

**QP Job Description**

\_\_\_\_\_  
Name of QP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date