

DEPARTMENT OF DEVELOPMENTAL SERVICES

LICENSURE AND CERTIFICATION

DDS FOLLOW-UP REPORT

Provider	MINUTE MAN ARC FOR HUMAN SERVICES	Provider Address	35 Forest Ridge Road , Concord
Survey Team	Carey, Anne; Dolan, Cheryl;	Date(s) of Review	15-NOV-23 to 17-NOV-23

Follow-up Scope and results :

Service Grouping	Licensure level and duration	# Critical Indicators std. met/ std. rated at follow-up	# Indicators std. met/ std. rated at follow-up	Sanction status prior to Follow-up	Combined Results post-Follow-up; for Deferred, License level	Sanction status post Follow-up
Employment and Day Supports 3 Locations 16 Audits	2 Year License		6/8	<input checked="" type="checkbox"/> Eligible for new business (Two Year License) <input type="checkbox"/> Ineligible for new business. (Deferred Status: Two year mid-cycle review License)	2 Year License	<input checked="" type="checkbox"/> Eligible for New Business (80% or more std. met; no critical std. not met) <input type="checkbox"/> Ineligible for New Business (<=80% std met and/or more critical std. not met)

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Summary of Ratings

Employment and Day Supports Areas Needing Improvement on Standard not met - Identified by DDS

Indicator #	L8
Indicator	Emergency Fact Sheets
Area Need Improvement	Twelve Emergency Fact Sheets did not contain information needed in an emergency such as pertinent diagnoses, allergies, relevant capabilities, and likely response to search efforts.
Status at follow-up	All sixteen emergency facts sheets reviewed were current and included all the required information.
#met /# rated at followup	16/16
Rating	Met

Indicator #	L91
Indicator	Incident management
Area Need Improvement	Two incident reports were not reported and/or finalized within required timelines. Agency needs to ensure that incident reports are reported and reviewed as mandated by regulation.
Status at follow-up	At the CBDS location, one of one incident reports had been submitted and finalized within the required timelines.
#met /# rated at followup	1/1
Rating	Met

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Administrative Areas Needing Improvement on Standard not met - Identified by DDS

Indicator #	L48
Indicator	HRC
Area Need Improvement	The Human Rights Committee did not include a valid voting member with clinical expertise for eight out of eight meetings. The agency needs to recruit a clinician to be a voting member of their Human Rights Committee to ensure that the required expertise is present at meetings.
Status at follow-up	
#met /# rated at followup	
Rating	Not Rated

Indicator #	L76
Indicator	Track trainings
Area Need Improvement	The agency's database contained twenty inaccurate dates for mandatory staff trainings, and two of four staff had not been trained in Incident Reporting.
Status at follow-up	
#met /# rated at followup	
Rating	Not Rated