

DEPARTMENT OF DEVELOPMENTAL SERVICES
LICENSURE AND CERTIFICATION
PROVIDER FOLLOW-UP REPORT

Provider: Valley Collaborative _____

Provider Address: 40 Linnell Circle , Billerica _____

Name of Person Matthew Gentile _____
Completing Form: _____

Date(s) of Review: 13-JUN-23 to 14-JUN-23 _____

| Follow-up Scope and results : | | |
|-------------------------------|------------------------------|-----------------------------------|
| Service Grouping | Licensure level and duration | # Indicators std. met/ std. rated |
| Employment and Day Supports | 2 Year License | |

Summary of Ratings

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

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| Indicator # | L7 |
| Indicator | Fire Drills |

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Area Need Improvement

Fire drills were not run in accordance with the minimum staffing ratio indicated in the safety plan. The agency needs to ensure drills are conducted in accordance with the safety plan and the minimum amount of staff indicated in the plan as necessary to safely ensure all individuals can evacuate in a reasonable timeframe assist in the drill.

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Process Utilized to correct and review indicator

After processing feedback from OQE surveyors on 1/12/23, Valley administration, including the Program Director and Program Coordinator, scheduled a fire drill for 1/13/2023. Within this fire drill, and subsequent fire drills held on 1/26/2023, 4/6/2023, and 6/13/2023, Valley Collaborative ensured that only the minimum number of staff to individuals ratioed (as indicated in Valley Collaborative's Emergency Evacuation Safety Plan for Work/Day Supports) participated in and supported the individuals to evacuate in under two and a half minutes.

Valley Collaborative's Emergency Evacuation Safety Plan for Work/Day Supports indicates the minimum number of staff to individuals to safely evacuate the building is 1:6.

- On 1/13/2023 the staff to individual ratio for evacuation was 1:6 and the evacuation took 53 seconds.
- On 1/26/2023 the staff to individual ratio for evacuation was 2:9 and the evacuation took 45 seconds.
- On 4/6/2023 the staff to individual ratio for evacuation was 1:3 and the evacuation took 30 seconds.
- **there were only three individuals in the building at the time of the drill
- On 6/13/2023 the staff to individual ratio for evacuation was 1:6 and the evacuation took 25 seconds.

Moving forward, Valley will ensure that only the minimum amount of staff to individuals ratioed, as indicated on the Emergency Evacuation Safety Plan for Work/Day Supports, will participate in an emergency evacuation. Valley Collaborative administrative staff will coordinate with staff members who are supporting individuals within the building on the day of an emergency evacuation drill and instruct them not to participate in the evacuation because it will take Valley out of the minimum ratio.

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| Status at follow-up | Valley has completed four fire drills in the time frame from the start of the OQE audit process to the end of the OQE audit process, all within the minimum ratio of one staff to six individuals as indicated on Valley's Emergency Evacuation Safety Plan for Work/Day Supports. |
| Rating | Met |