



STATE OF WASHINGTON

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

NS6-1 • 2809 • 26th Ave S • Seattle WA 98144-6094

February 26, 2003

YouthCare-Pathways Program
2500 NE 54th Street
Seattle, WA 98105
Attn: Debra Boyer

Dear Debra,

Enclosed is the compliance agreement as a result from our latest review of the Pathways personnel files. As you will see there are numerous violations, several that cause great concern. Along with the personnel files deficiencies, I also happened across another issue that needs to be addressed.

With regards to the Pathways personnel files, while the files were organized and easy to locate items, the majority were missing key documentation. Two of the files did not have verification of criminal history clearances on staff. I was informed that one of those staff () has been working alone during the grave shift. Although he was employed by YouthCare on 10/18/01, his file was missing a lot of required paperwork, including HIV/AIDS training, CPR/First Aid, TB test, orientation, application, reference checks, drivers license, verification of his age. While I was able to locate his clearance from this office, he should not have been working alone. Likewise, any staff without the CPR/FA, HIV/AIDS should NOT be working alone.

In my review of other personnel files for the Threshold and Shelter program, the agency has done a nice job of orientating staff to their particular program and the agency as a whole. This is remiss in the Pathways Program. I strongly advise you to take a look into this and bring the program up to the standards you hold for these other programs.

Also as you may already be aware of from Lisa, there are questions regarding the qualifications of as the program's Casework Supervisor. I spoke with Lisa the other day regarding an administrative approval, and was informed that you and she were exploring other options. Please let this office know what you intend to do.

The other issue that presented itself to me involved a staff in another program. This staff has been working with me to get the required paperwork for a background clearance. The staff told me that he received his badge with a note indicating he had been cleared to work with children. Sometime later he found out that he was not. This type of information is

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rather alarming, given that two of the personnel files I just reviewed did not have clearances. No one wants to experience another similar incident that occurred in 2001.

In the couple of years I have worked with YouthCare, I have seen tremendous progress in your programs. Your staff have been very conscientious about making referrals and keeping me informed on possible licensing violations. You have selected dynamic people to operate each facility, and have made sound decisions on revamping programs. Yet, the agency continues to struggle with producing the necessary paperwork required for staff. This is an area that requires your immediate attention.

In completing the compliance plan, please pay careful attention to how you can structure your departments to ensure all required documents are gathered and placed in the employees personnel file. I am requesting that along with completing the compliance plan, you submit a plan on how your "system" will function so that it can be placed in your file for the next licensor.

If you have any questions, please feel free to contact Jim Bulzomi Regional Manager 206-

It has been a pleasure to work with you, Debra. I wish you and your staff the best.

Sincerely,



Suzette Ward
Regional Licensor
Division of Licensed Resources
Office of Foster Care Licensing

Cc: Victoria Wagner
Jim Bulzomi

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