

WRITTEN RESPONSE TO THE OFFICE OF THE INSPECTOR GENERAL

Name of Service Provider: **Clearbrook**

Director: [REDACTED]

OIG Case No.: **1617-0557**

- I. For this case, was there a finding of substantiated allegations? Yes No
 Were there Other Observations, requiring a Written Response? Yes No

RECEIVED

DHS

MAY 30 2018

II. NOTICE TO INDIVIDUAL AND LEGAL GUARDIAN (for substantiated cases). The individual and guardian (if a guardian exists) have been notified that the reported allegation was substantiated. Yes No Date: April 30, 2018

DIVISION OF
DEVELOPMENTAL DISABILITIES

III. SERVICE PROVIDER'S RESPONSE TO OIG FINDINGS/RECOMMENDATIONS.

DIRECTIONS FOR EACH COLUMN (Please use additional pages of this form if necessary to complete the report.)

SERVICE PROVIDER'S RESPONSE: Summarize your action for each finding/recommendation.

PERSON RESPONSIBLE: Identify the person(s) responsible for each action, by name and/or job function.

DATES: Provide the date(s) when each action will be (1) initiated and (2) completed.

OIG FINDINGS/RECOMMENDATIONS	SERVICE PROVIDER RESPONSE	PERSON(S) RESPONSIBLE	DATES FOR IMPLEMENTATION/COMPLETION	
The allegation of neglect, as defined by Title 59, Illinois Administrative Code, Part 50, Section 50.10, against [REDACTED] and [REDACTED] is substantiated.	[REDACTED] voluntarily submitted her resignation effective May 15, 2018, due to reasons outside of this investigation and is no longer an employee of Clearbrook.	[REDACTED]	May 15, 2018	May 15, 2018
The agency should address [REDACTED] failure to report the staff shortage timely.	[REDACTED] will be re-trained on proper medication administration techniques.	[REDACTED]	June 15, 2018	June 15, 2018
The agency should also address the failure to verify that staff members scheduled at a house are med trained to administer medication during shifts before scheduling them to work in a home.	[REDACTED] was re-trained on basic shift expectations, including timely staff shift communication.	[REDACTED]	May 29, 2018	May 29, 2018
	[REDACTED] was re-trained on the expectation that the medication training procedure must be followed prior to a staff being scheduled to work in a CILA home, which includes staff verification on the Staff Medication Authorization List.	[REDACTED]	April 12, 2018	April 12, 2018

IV. APPROVAL BY AUTHORIZED REPRESENTATIVE. I have reviewed the above Written Response. I hereby approve it as the plan for correcting the Findings/Recommendations identified in the OIG investigation for this Case Number.

Signature: [REDACTED] <small>Representative</small>	DATE: 5/30/18	[REDACTED]	DATE: 5/31/18
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