



SOUTHWEST KEY PROGRAM, INC

723 EAST 2ND AVENUE
MESA, AZ 85204
(480) 500-1076

Facility ID: BH4825

License: BH4825

An on-site investigation of complaint AZ00143326 was conducted on September 6, 2017.

1 of 2 allegations were able to be substantiated and the following deficiency was cited.

Alice Slaysman, M.Ed. Date
State Licensing Surveyor



Findings Report Summary

<p>Findings for: Citation 1</p> <p>Corrected Date: 11/13/2017</p>	<p>Rule/Statute: Personnel</p> <p>Rule Text: G. An administrator shall ensure that a personnel record is maintained for each personnel member, employee, volunteer, or student that includes: 3. Documentation of: e. If the behavioral health residential facility is authorized to provide services to children, the individual's compliance with the fingerprinting requirements in A.R.S. § 36-425.03;</p>	<p>Survey Text: R9-10-706.G.3.e.~</p> <p>Based on record review and interview, the administrator failed to ensure three of five personnel member records sampled contained documentation of fingerprinting as required in A.R.S. § 36-425.03. Findings include: 1. A review of E1's (hire date: May 23, 2016) personnel record revealed a fingerprint clearance card issued September 27, 2016. Further review of E1's record revealed a letter addressed to E1 stating the facility had not received a copy of a valid fingerprint card. 2. A review of the Department of Public Safety (DPS) website revealed E1's application was received by DPS on September 12, 2016; 113 days after date of hire. 3. A review of E4's (hire date: March 14, 2016) personnel record revealed a fingerprint clearance card issued April 9, 2016. 4. A review of the Department of Public Safety (DPS) website revealed E4's application was received by DPS on March 22, 2016; 8 days after date of hire. 5. A review of E5's (hire date: April 11, 2016) personnel record revealed a fingerprint clearance card issued May 9, 2016. 6. A review of the Department of Public Safety (DPS) website revealed E5's application was received by DPS on April 21, 2016; 10 days after date of hire. 7. In an interview, O1 acknowledged the fingerprint cards were not submitted within the required timeframe and reported the agency has changed their process on when personnel members are fingerprinted. O1 also reported not knowing what the specific situation was as to the length of time lapse in submitting E1's fingerprint application.</p>
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