

Regulatory & Licensing Services Plan of Correction

<p>NAME OF AGENCY Masonic Home for Children at Oxford, Inc.</p>	<p>Address 600 College St. Oxford, NC 27565</p>	<p>Initial POC Date 12/9/2025</p>	
<p>Agency Contact Person Christopher Allabaugh, Executive Director Amy Still, Program Director</p>	<p>Phone # & Email address 919-693-5111 callabaugh@mhc-oxford.org 919-603-3912 astill@mhc-oxford.org</p>	<p>POC Monitoring Dates:</p>	<p>Date to NC DSS RLS for Approval 1/8/25</p>
<p>ADMINISTRATIVE RULE VIOLATIONS (List rule number and provide summary of violation for each rule) (RLS Program Consultant)</p>	<p>AGENCY'S PLAN OF CORRECTION (EACH CORRECTIVE ACTION SHOULD BE CROSS-REFERENCED TO THE APPROPRIATE VIOLATION)</p> <p>You should complete this section with your agency's plan to correct each violation and sustain compliance moving forward. Please be specific and detailed when describing your agency's plan to come into compliance with each violation. (Agency)</p>	<p>Agency Staff Responsible for monitoring each rule violation</p>	<p>Projected Date of Completion or Date of Completion. (Agency)</p>
<p><u>Staff files</u></p> <p><u>10A NCAC 70I .0405 (f) (1) (c)</u> have a medical examination by a licensed medical provider 12 months prior to assuming the position and biennially thereafter. This report shall include a statement indicating the presence of any communicable disease that may pose a risk of transmission in the residential child-care facility. After the initial examination, the cost of the medical examinations as required by licensure shall be at the expense of the facility;</p> <p><u>Violation:</u> 2 of 5 direct care staff had late medical examinations.</p>	<p>10A NCAC 70I .0405 (f) (1) (c):</p> <p>MHCO will ensure that all prescreening documentation, including medical examinations, are completed prior to the start date for all new employees. All employees are required by MHCO policy to complete annual medical examinations to satisfy the biennial requirements. Employees in violation of this requirement will not be allowed to work until they obtain their examinations.</p>	<p>Human Resources; Program Administration</p>	<p>1-5-26 and ongoing</p>

<p>10A NCAC 70I .0404 (a) (a) Applicants, employees, volunteers or interns who have a history of criminal convictions that would adversely affect their capacity and ability to provide care, safety and security for the children in residence shall not be employed or utilized as volunteers or interns. A signed statement shall be obtained attesting that the applicant, employee, volunteer or intern does not have such a record prior to beginning employment, volunteer duties or internships. Prior to employment or before beginning volunteer duties or internships, a certified criminal record check for the applicant, volunteer or intern shall be obtained, and a search conducted of the North Carolina Sex Offender and Public Protection Registry and the North Carolina Health Care Personnel Registry (pursuant to G.S. 131E-256), and based on these searches, a decision shall be made concerning the individual's fitness to serve as an employee, volunteer or intern. The agency shall submit authorization to the licensing authority to search the Responsible Individuals List, as defined in 10A NCAC 70A .0102, to determine if the applicant, employee, volunteer or intern has had child protective</p>	<p>10A NCAC 70I .0404 (a)</p> <p>MHCO will address this Administrative rule for new hires by having all prospective employees complete their fingerprints for the NCDHHS background check, the Responsible Individual List (RIL) form, a Disclaimer form regarding having no history or pending charges for Abuse, Neglect, domestic violence, elder abuse or had children removed from their care, and the Before You Hire, INC form for the agency background and Department of Motor Vehicle Check after job offer. The offer will be contingent on the clearances coming back on these checks. Once all clearances have been received, the individual's start date will be set.</p>	<p>Human Resources; Program Administration</p>	<p>1-5-26 and ongoing</p>
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<p>services involvement resulting in a substantiation of child abuse or serious neglect, and based on this search, a determination shall be made concerning the individual's fitness to serve as an employee, volunteer or intern. The agency shall require that each applicant, employee, volunteer or intern provide a signed statement that the applicant, employee, volunteer or intern has not abused or neglected a child or has been a respondent in a juvenile court proceeding that resulted in the removal of a child or has had child protective services involvement that resulted in the removal of a child. A signed statement shall be obtained attesting that the applicant, employee, volunteer, or intern has not abused, neglected or exploited a disabled adult and has not been a domestic violence perpetrator.</p> <p><u>Violation:</u> 1 of 3 new hires had a late RIL check.</p>			
<p><u>Client Files</u></p> <p><u>10A NCAC 70I .0604(e)</u> Children shall have had a dental examination, by a licensed dentist, within one year prior to admission or</p>	<p>10A NCAC 70I .0604(e)</p> <p>MHCO will obtain any previous medical records, including dental exams if available at admission or within the first week. If no prior dental exams are available, the Supervisor or CCW will call to</p>	<p>Supervisor; Child Care Worker; Program Clinical Coordinator</p>	<p>1-5-26 and ongoing</p>

<p>arrangements shall be made for an exam within six weeks after admission and annually thereafter. The facility shall document dental services in the child's record.</p> <p><u>Violation:</u> 3 of 8 files had missing or late dental examinations.</p>	<p>schedule a dental appointment within the first 5 days after admission. These contacts will be documented in the case file along with the scheduled appointment date. Failure to meet the expectation will result in disciplinary action.</p>		
<p><u>10A NCAC 70I .0915 (d)</u> Fire drills shall be held monthly at different times during the day and quarterly at night for both children and staff. A residential child-care facility shall document fire drills including the date and time of the rehearsals, staff members present and a short description of what the rehearsal involved.</p> <p><u>Violation:</u> 3 of 9 cottages did not complete a night drill during the first quarter and 2 of 9 cottages was missing a fire drill for one month.</p>	<p>10A NCAC 70I.0915 (d).</p> <p>According to the Safety Procedure in the MHCO Policy and Procedures, the CCWS are required to conduct monthly unannounced fire drills in the cottages with overnight drills in February, May, August, and November. The reminder for the drills is sent out by email on the all staff Daily Memo. The CCWs will be required to schedule the fire drill and reflect the date on the cottage's Outlook calendar to ensure that all CCWs and the supervisor serving in that cottage are aware of the needed drill. The staff are required to complete the drills by the 15th of the month. The fire drills are submitted to Extended Reach by the CCW. Supervisors and Program Administration review the fire drills in Extended Reach to ensure compliance. The monthly drills are also reported monthly to PQI for data purposes. Cottage staff who fail to meet t these requirements will face disciplinary action.</p>	<p>Child Care Workers, Supervisors, Program Administration</p>	<p>1-5-26 and ongoing</p>

Agency Executive Director Signature:  Date: 1/9/2026

RLS Program Consultant Signature: Melissa Smith Date: 12/9/25