

HIV/AIDS Administration
 Grants & Contracts Management Division
 Informal Site Visit

Monique Berry
 Monitors Name

Lurn-N- Ern
 Sub-Grantee's Name

6P0313
 Grant Number

HOPWA
 Funding Source

\$135,461
 Amount of Funding

October 5, 2006
 Date of Visit

\$135,461
 Total Budget

Project Base Rental
 Service Areas

Issues or occurrences that precipitated visit:

Emergency Unscheduled Site Visit

HAA Staff in Attendance:

Monique Berry
 Sherita Grant

Sub-Grantee Staff in Attendance:

Mona Odom
 Diane Stephens

Monitor and Sub-grantee addressed the following issues:

Complaints made by clients and Staff

Details of Meeting:

On the above date, time and location Sherita Grant and this writer reported to an unscheduled site visit at Lurn-N-Ern Inc to address some come complaints that were made by a former staff member and clients. Upon our arrival we met with a volunteer staff member who called Mona Odom to inform her that we were at the location. Mona arrived approxiamtely 20 minutes later. At this time Ms. Grant explained to Ms. Odom the reason for the unscheduled visit.

Grantee Concerns:

while reviewing the clients files Ms, Grant discovered that files were missing important documents. She explained to Ms. Odom that a letter of income, birth certificate, Photo Identification, Social Security card, medical documentation and HIV status notification letter was not in most of the files. In addition Ms. Grant was concern that Ms. Odom was receiving payments from the vendors and was not reporting these payments to AHPP. At this time a review of the receipts was conducted. Another complaint was that Ms. Odom was taking food stamps from the clients. Ms. Odom did not deny this allegation. She stated that the clients did use their food stamps to purchase some food of their choice for the house. Another concern was the staffing of the location. The complaint was that the Night Supervisor Rachel Hunter did not exist. Ms. Odom denied this allegation. She stated that Rachel Hunter was terminated on 9/30/2006 and she was temporarily filling the position. Lurn-N-Ern has had a high turnover in staff.

Sub-Grantee Concerns:

Ms Odom was concerned about he high turnover in staff. She also states that she was never informed by the HOPWA program staff that her charts were not in order until this visit. In additon Ms. Odom stated that she was awaiting for the gate keeper to provide needs assesments on her clients.

Corrective Action Plan:

Ms. Grants instructed Ms. Odom to provide AHPP with a date that the staff will be in place. She also instructed Ms. Odom to update all the client files to include the aboved mention documents. In addition Ms. Odom was informed that random night vists would be conducted to insure that a Night Supervisor was on duty.