

Example Provider Agency

1234 Anywhere Road, Anywhere, TN 37017

(555) 555-5555

April 25, 2024

Jane Donut

123 Nevermore Way

Nevermore, TN 37000

Dear **Ms. Donut**,

This letter is to notify you of the outcome of DDA Investigation **W2401000**, which was **unsubstantiated for neglect and substantiated for training neglect**. The conclusion of the investigation was as follows:

[The conclusion is copied and pasted directly from the Final Investigation Report]

***“The preponderance of evidence does support that staff Jane Donut failed to follow Jake’s Mealttime Staff Instructions by providing him with a whole apple, while his plan dictates that all of his foods are to be pureed due to his risk of choking. However, Provider Management failed to provide Caregiver Donut with training regarding Jake’s Mealttime Staff Instructions. Therefore, Ms. Donut is not substantiated for neglect.*”**

The clear and convincing evidence supports the allegation that Provider Management failed to provide staff Jane Donut with the required training in Jake’s Mealttime Staff Instructions, resulting in staff Donut giving Jake a whole apple as opposed to a pureed apple, resulting in a choking event which required medical intervention. Therefore, Provider Management is substantiated for neglect (treatment).”

Please feel free to contact me should you have any questions.

Regards,

Leah Vader

Leah Vader, Event Management Coordinator