

IN THE MATTER OF

AUTUMN J. WILLIAMS, LMSW

RESPONDENT

LICENSE NUMBER: 19612

\* BEFORE THE MARYLAND  
\* BOARD OF SOCIAL WORK  
\* EXAMINERS  
\* CASE NUMBER: 19-2727

\* \* \* \* \*

**FINAL CONSENT ORDER**

The Maryland Board of Social Work Examiners (the "Board") charged **Autumn J. Williams, LMSW, License Number: 19612** (the "Respondent"), under the Maryland Social Workers Act (the "Act"), Md. Code Ann., Health Occ. ("Heath. Occ.") §§ 19-101 *et seq.* (2014 Repl. & 2020 Supp.). Specifically, the Board charged the Respondent with violating the following:

**Health Occ. § 19-311. Denials, reprimands, suspensions, and revocations-Grounds.**

Subject to the hearing provisions of § 19-312 of this subtitle, the Board may deny a license to any applicant, fine a licensee, reprimand any licensee, place any licensee on probation, or suspend or revoke a license if the applicant or licensee:

- .....
- (4) Commits any act of gross negligence, incompetence, or misconduct in the practice of social work;
  - (5) Engages in a course of conduct that is inconsistent with generally accepted professional standards in the practice of social work;
  - (6) Violates any provision of this title or regulations governing the practice of social work adopted and published by the Board[and]

.....

- (20) Fails to maintain adequate patient records[.]

Pursuant to Health Occ. § 19-311(6), the pertinent provisions of Md. Code Regs. ("COMAR"), provide the following:

**COMAR 10.42.03.03 Responsibilities to Clients.**

A. The licensee shall:

....

- (3) Notify the client promptly and seek the transfer, referral, or continuation of service in relation to the client's need or preference if the licensee anticipates the termination or interruption of service;
- (4) Prepare and disseminate to an identified colleague or record custodian a written plan for the transfer of clients and files in the event of the licensee's incapacitation, death, or termination of service; and
- (5) Maintain documentation in the client's record which:
  - (a) Is legible;
  - (b) Accurately reflects the services provided, including treatment plans, treatment goals, and contact notes;
  - (c) Indicates the time and date the services were provided;
  - (d) Protects the client's privacy by including only information directly relevant to the delivery of services;
  - (e) Is sufficient and timely to facilitate the delivery and continuity of future services[.]

**COMAR 10.42.03.06 Standards of Practice.**

A. Professional Competence. The licensee shall:

....

- (7) Document and maintain appropriate and accurate records of professional service, supervision, and research work[.]

## FINDINGS OF FACT

1. The Respondent was originally licensed to practice masters-level social work in Maryland on or about December 9, 2013. The Respondent's license expires on or about October 31, 2021.
2. At all times relevant hereto, the Respondent was employed at a facility (the "Facility") that provides mental health services to clients in Maryland. The Facility is located in Baltimore, Maryland.<sup>1</sup>
3. The Respondent was hired as a therapist at the Facility on or about May 9, 2016. She was terminated by the owner of the Facility on or about December 31, 2018. The owner of the Facility is a licensed clinical social worker ("LSCW-C") in Maryland.
4. While employed at the Facility, the Respondent entered into supervision contracts with three Board-Approved Supervisors.
5. The Respondent signed a supervision contract with Social Worker A in August 2016. Social Worker A was the Respondent's Board-Approved Supervisor until July 2017.
6. The Respondent signed a supervision contract with Social Worker B in July 2017. Social Worker B was the Respondent's Board-Approved Supervisor until mid-November 2018.

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<sup>1</sup> The names of Facility and Social Workers A, B and C have been omitted to protect privacy.

7. The Respondent signed a supervision contract with Social Worker C in mid-November 2018. Social Worker C was the Respondent's Board-Approved Supervisor until the end of November 2018.

8. However, during the course of a Board's investigation into the Respondent's complaint of her former employer, the Board discovered that the Respondent failed to disclose the actual reason for her termination. As a result, the Board filed a complaint against the Respondent and authorized Board staff to conduct an investigation.

9. On or about November 8, 2019, the Board filed a complaint and initiated an investigation of the Respondent's conduct while she was employed at the Facility.

10. The investigation by Board staff of the Respondent's conduct, while she was employed at Facility, revealed the following:

- a. During the period that the Respondent was under the supervision of Social Worker B and Social Worker C, the Respondent failed to timely complete and submit the following client records: client progress notes; client treatment plans; client evaluations; client authorizations; client discharge records. The Respondent also failed to timely submit documentation for payment.
- b. During the period of time that the Respondent was under the supervision of Social Worker B, she received verbal counseling and written warnings about the completion and timely submission of her client records. The Respondent received written warnings in August 2017, December 2017, and July 2018. After receiving her written warnings, the Respondent agreed to and signed a corrective action plan. The Respondent's July 2018 warning informed her that she would be closely monitored for 90 days and if she failed to successfully perform her job, she would be terminated.
- c. During the period that the Respondent was under the supervision of Social Worker C, the Respondent received

verbal counseling regarding her failure to timely complete and timely submit client records including client progress notes; client treatment plans; client evaluations; client authorization; and client discharge records.

- d. The Respondent was told by Social Worker C that she failed to timely submit approximately 140 client notes. Some of the 140 notes were more than six months past due. As a result, the Respondent was told by Social Worker C that she was required to complete and submit eight (8) client records per day until all past due records were submitted. The Respondent failed to meet this requirement.
- e. On or about December 5, 2018, the Respondent was notified by the Facility's Human Resource Department that she would be terminated effective December 31, 2018. The Respondent was terminated by the Facility for failure to timely complete and submit client records and client discharge records.
- f. The termination notice stated that the December 31, 2018 termination date would provide the Respondent time to submit outstanding client notes including evaluation and treatment plans, and discharge summaries. The Respondent was also informed that she was responsible for arranging the proper transfer of her clients.
- g. The Respondent did not complete and submit client notes, evaluation and treatment plans, and discharge summaries before she left the Facility. She also failed to arrange the proper transfer of her clients.

11. During an interview conducted by Board staff on December 18, 2019, the Respondent admitted under oath that she did not complete and timely submit client notes.

12. The Respondent's conduct as set forth above is a violation of Health. Occ. § 19-311 (4), (5), (6), and (20); COMAR 10.42.03.03(A), (4), and (5); and COMAR 10.42.03.06(A)(7).

### CONCLUSIONS OF LAW

Based on the foregoing Findings of Fact, the Board concludes that the Respondent violated Health Occ. §19-311 (4), (5), (6), (20); COMAR10.42.03.03(A) (4), and (5); and COMAR 10.42.03.06(A)(7).

### ORDER

Based on the foregoing Findings of Fact and Conclusions of Law, it is, by a majority of the Board considering this case:

- (1) The Respondent shall enroll in and successfully complete a Board-approved recordkeeping tutorial. Promptly after the completion of the tutorial, the Respondent shall ensure that the instructor provides the Board with a written report detailing the Respondent's participation in and completion of the tutorial. The recordkeeping tutorial shall be in addition to any course required to satisfy the continuing education requirements for the applicable 2-year licensure renewal period.
- (2) The Respondent shall meet with a Board Approved Supervisor once a month and the Respondent shall provide the Board Approved Supervisor with a signed copy of the Final Consent Order. **The Board Approved Supervisor shall be selected by the Board.**
- (3) The Respondent shall ensure that the Board Approved Supervisor submits quarterly to the Board during the first year of her probationary period and semi-annually during the second year of her probationary period.
- (4) Within (1) YEAR of the execution of the Consent Order, the Respondent shall pay a fine in the amount of **ONE THOUSAND DOLLARS (\$1000)** by certified check or money order to the Maryland Board of Social Work Examiners.
- (5) The Respondent shall comply with the Maryland Social Workers Act and all laws, statutes and regulations pertaining thereto; and it is further

**ORDERED** that the Respondent shall not serve or continue to serve as a Board Authorized Sponsor, presenter and/or trainer of social work continuing education learning activities, an Ethics Tutor, an evaluator for the Board, or a Board Approved Supervisor for a period of five (5) years from the effective date of this Consent Order; and it is further

**ORDERED** that after the termination of the Respondent's probation, the Board will consider the Respondent's 2019 application for a license to practice as a licensed clinical social worker ("LCSW-C"). Before the Board approves the Respondent's this application for LCSW-C licensure, the Respondent shall meet all the requirements for a license.

**ORDERED** that the Respondent will not be required to retake any test or provide documentation required for LCSW-C licensure that the Respondent has submitted to the Board prior to the date of this Consent Order. As of the date of this Consent Order, the Respondent has taken and passed all tests for LCSW-C licensure. The Respondent has also provided to the Board all other documentation including supervision hours required for LCSW-C licensure; and it is further

**ORDERED** that if the Respondent violates any of the terms and conditions of this Consent Order, the Board, in its discretion, after notice and an opportunity for an evidentiary hearing if there is a genuine dispute as to the underlying facts, or an opportunity for a show cause hearing, may impose any sanction which the Board may have imposed in this case, including probationary terms and conditions, a reprimand, suspension, revocation and/or a monetary penalty; and it is further

**ORDERED** that the Respondent shall be responsible for all costs incurred in fulfilling the terms and conditions of her probation and this Consent Order; and it is further

**ORDERED** that this Consent Order is a **PUBLIC DOCUMENT** pursuant to Md. Code Ann., Gen. Prov. §§ 4-101 *et seq.* (2014 Repl. Vol. & 2020 Supp.).

9/10/2021



\_\_\_\_\_  
Date

\_\_\_\_\_  
Karen Richards, MSW, LSCW-C, Board Chair  
Maryland-Board of Social Work Examiners-



CONSENT OF AUTUMN J. WILLIAMS, LMSW

I, AUTUMN J. WILLIAMS, LMSW acknowledge that I have been represented by an attorney before entering into this Consent Order. By this Consent Order and for the purpose of resolving the issues raised by the Board, I agree and accept to be bound by the foregoing Consent Order and its conditions. I waive any rights I may have to contest the Findings of Fact and the Conclusions of Law. I acknowledge the validity of this Consent Order as if entered into after the conclusion of a formal evidentiary hearing in which I would have had the right to counsel, to confront witnesses, to give testimony, to call witnesses on my own behalf, and to all other substantive and procedural protections provided by the law. I acknowledge the legal authority and jurisdiction of the Board to initiate these proceedings and to issue and enforce this Consent Order. I affirm that I am waiving my right to appeal any adverse ruling of the Board that might have followed any such hearing. I sign this Consent Order, voluntarily and without reservation, after having an opportunity to consult with counsel, and I fully understand and comprehend the language, meaning and terms of this Consent Order.

July 30<sup>th</sup> 2021  
Date

Autumn Williams, LMSW  
Autumn J. Williams, LMSW

NOTARY

I HEREBY CERTIFY that on this 30<sup>th</sup> day of July, 2021 before me, a Notary Public of the State and City/County aforesaid, personally appeared, **AUTUMN J. WILLIAMS, LMSW** and declared and affirmed under the penalties of perjury that signing the foregoing Letter of Surrender was her voluntary act and deed.

AS WITNESS my hand and Notarial seal.

Ronald Marvin Williams  
Notary Public

My Commission expires: 2/13/2022

