





**pennsylvania**  
DEPARTMENT OF PUBLIC WELFARE

FEB 08 2013

Ms. Donna J. Conley, Executive V.P. of Operations  
Bible Fellowship Church Homes, Inc.  
3000 Fellowship Drive  
Whitehall, Pennsylvania 18052

RE: Fellowship Terrace  
3010 Fellowship Drive  
Whitehall, Pennsylvania 18052

Dear Ms. Conley:

As a result of the Department of Public Welfare's (Department) licensing inspection on November 1, 2012 of the above personal care home, the violations with 55 Pa.Code Ch. 2600 (relating to Personal Care Homes) specified on the enclosed Violation Report were found.

All violations specified on the enclosed Violation Report must be corrected by the dates specified on the Violation Report and continued compliance with 55 Pa.Code Ch. 2600 must be maintained. As soon as each violation is corrected, notify the Department's Regional Office of Human Services Licensing so that compliance can be verified.

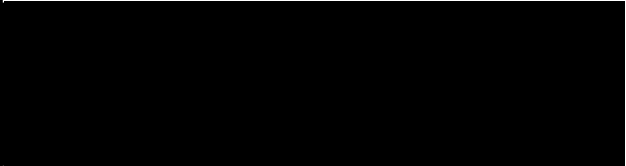
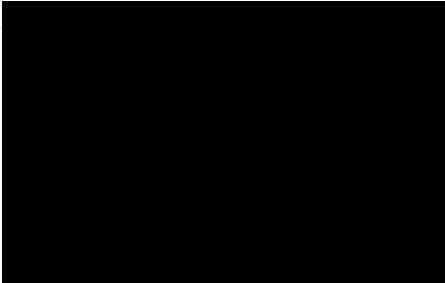
A regular license is being issued based on the enclosed Violation Report. Your license is enclosed.

Sincerely,

Ronald Melusky  
Director

Enclosures  
License  
Violation Report

**VIOLATION REPORT  
PERSONAL CARE HOMES - 55 Pa.Code Chapter 2600**

<b>PCH Name:</b> FELLOWSHIP TERRACE		<b>License Number:</b> 216480
<b>Address:</b> 3010 FELLOWSHIP DRIVE, WHITEHALL, PA 18052		<b>County:</b> Lehigh
<b>Administrator:</b> Cheryl Mengel		<b>Region:</b> NORTH
<b>Legal Entity Name:</b> BIBLE FELLOWSHIP CHURCH HOMES INC		
<b>Legal Entity Address:</b> 3000 FELLOWSHIPM DRIVE, WHITEHALL, PA 18052		
<b>Certificate(s) of Occupancy</b>		
C-2 LP	R-3	
12/11/2002	03/02/2012	
L&I	Township of Whitehall	
<b>Staffing Hours</b>		
<b>Resident Support:</b> 0	<b>Total Daily Staff:</b> 110	<b>Waking Staff:</b> 83
<b>Type of Inspection:</b> Full	<b>BHA Docket Number:</b>	<b>Notice:</b> Unannounced
<b>Reason(s) for Inspection(s)</b>		
Renewal		
<b>On-Site Inspections Dates and Department Representatives On-Site</b>		
11/01/2012: Harvey, Jason; OHaire, Anne		
<b>Off-Site Inspection Dates and Inspectors, if Applicable</b>		
<b>Other Details</b>		
<b>Partial or Full Triggers:</b>		<b>Random Indicators:</b>
<b>Resident Demographic Data as of Inspection Dates</b>		
<b>Licensed Capacity:</b> 101 <b>Number of Residents Served:</b> 86 <b>Secured Dementia Care Unit In Home:</b> Yes <b>Area:</b> Basement <b>Secured Dementia Unit Capacity, if Applicable:</b> 24 	<b>Number of Residents who:</b> 	

Violation Report: 21648 - 11/01/2012 - Harvey, Jason  
 PCH Name: FELLOWSHIP TERRACE

**1. REGULATION 55 Pa.Code §2600**

2600.91 - Telephone numbers for the nearest hospital, police department, fire department, ambulance, poison control, local emergency management and personal care home complaint hotline shall be posted on or by each telephone with an outside line.

**2a. DESCRIPTION OF VIOLATION**

The telephone located at the end of the south end hallway lounge and the telephone located at the end of the west end hallway lounge did not contain the updated personal care home compliant hotline.

**3. PLAN OF CORRECTION (POC)** (Attach pages as necessary. Remember that you must sign and date any attached pages.)

Include steps to correct the violation described above and steps to prevent a similar violation from occurring again. If steps cannot be completed immediately, include dates by which the steps will be completed.

See Attachment A

Repeat Violation: No	Date(s) of Previous Violation(s):		
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Signature of Legal Entity Representative  
 (Required on EVERY Page) *Donna J. Conley*

Printed Name and Title of Legal Entity Representative  
 (Required on EVERY Page) *Donna J. Conley NHA Exec. VP Operations* Date *11/29/12*

**DEPARTMENT USE ONLY - HOMES MAY NOT WRITE BELOW THIS LINE!**

The above plan of correction is approved as of 1-16-13  
 (Date)

Plan of correction implementation status as of 1-16-13  
 (Date)

The above plan of correction was approved by *[Signature]*  
 (Initials)

- Fully Implemented
- Partially Implemented - Adequate Progress
- Partially Implemented - Inadequate Progress
- Not Implemented

Plan of Correction

2 of 3

11/21/12

Attachment A

Adhering to Regulation 2600.91 ensures all emergency telephone numbers be posted by each telephone with an outside line. The correct personal care home complaint hotline number was not updated on two telephone emergency cards. At the time of survey all telephone emergency cards were checked and with the exception of the two telephone emergency cards discovered during survey all other telephone emergency cards had the correct numbers. The two telephone emergency cards with errors were updated immediately on November 1, 2012. All PCA staff will be educated regarding this specific regulation. The education will be completed by December 15, 2012. Records will be kept to validate that they have reviewed the regulation and understand it.

To assure ongoing compliance, quarterly auditing of emergency phone cards will be initiated. Audits will assess for presence of emergency cards on outside phone connections and for correct phone number information. These audits will be conducted by the 3- 11 PM PCA – Team Leaders on each unit. The audit process will be part of their team leader assignment. Audits will begin January 2013 this year and continue in April, July and October. This will be carried out ongoing each year.

Results will be monitored by the PCHA and/or designee and actions taken as necessary to assure compliance at all times.

AG 01-16-13

Violation Report: 21648 - 11/01/2012 - Harvey, Jason  
 PCH Name: FELLOWSHIP TERRACE

1. REGULATION 55 Pa.Code §2600  
 2600.183(d) - Only current prescription, OTC, sample and CAM for individuals living in the home may be kept in the home

2a. DESCRIPTION OF VIOLATION

The first aid kit located in the 1997 Town and Country Chrysler van contained 15 packets of single use antibiotic ointment that expired on 05/20/2012.

3. PLAN OF CORRECTION (POC) (Attach pages as necessary. Remember that you must sign and date any attached pages.)

Include steps to correct the violation described above and steps to prevent a similar violation from occurring again. If steps cannot be completed immediately, include dates by which the steps will be completed.

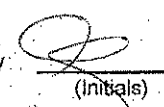
See Attachment B.

Repeat Violation: No	Date(s) of Previous Violation(s):		
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Signature of Legal Entity Representative  
 (Required on EVERY Page)

Printed Name and Title of Legal Entity Representative  
 (Required on EVERY Page) *Donna J Conley, NHA Exec. VP of Operations* Date *11/24/12*

DEPARTMENT USE ONLY - HOMES MAY NOT WRITE BELOW THIS LINE!

The above plan of correction is approved as of <u>01-16-13</u> (Date)  The above plan of correction was approved by:  (Initials)	Plan of correction implementation status as of <u>1-16-13</u> (Date) <input type="checkbox"/> Fully Implemented <input checked="" type="checkbox"/> Partially Implemented - Adequate Progress <input type="checkbox"/> Partially Implemented - Inadequate Progress <input type="checkbox"/> Not Implemented
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Plan of Correction

Page 3

11/21/12

Attachment B

Regulation 2600.183(d) states that only current prescription, OTC, sample and CAM for individuals living in the home may be kept in the home.

During the DPW survey on November 1, 2012 the first aid kit located in the 1997 Town and Country Chrysler Van contained 15 packets of single use antibiotic ointment that expired on 5/20/12. These packets were removed and replaced on November 1, 2012.

On November 21, 2012 the First Aid Kits in transport vehicles were assessed for expirable products. Each kit with associated vehicle # will now be placed on a roster with a listing of product expiration dates within the kit by December 1, 2012. This roster will be reviewed by PCHA and /or transportation staff and kept in task file alert system that will communicate dates when replacements are needed for products soon to expire. This will be an ongoing procedure that will be facilitated by the PCHA.

02 01-16-13