



**pennsylvania**  
DEPARTMENT OF PUBLIC WELFARE

DEC 20 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  
License #: 216480

Dear Ms. Conley:

As a result of the Department of Public Welfare's licensing inspection on November 25, 2013, of the above facility, the violations with 55 Pa.Code Ch. 2600 (relating to Personal Care Homes) specified on the enclosed License Inspection Summary were found.

All violations specified on the enclosed License Inspection Summary must be corrected by the dates specified on the License Inspection Summary and continued compliance with 55 Pa.Code Ch. 2600 must be maintained.

Your regular license for the period February 8, 2014 to February 8, 2015 was issued on October 22, 2013. Your regular license remains in good standing.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew J. Jones", with a long horizontal flourish extending to the right.

Matthew J. Jones  
Acting Director

Enclosure  
License Inspection Summary

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

PCH Name: FELLOWSHIP TERRACE		License Number: 216480
Address: 3010 FELLOWSHIP DRIVE, WHITEHALL, PA 18052		County: Lehigh
Administrator: Cheryl Mengel		Region: NORTHEAST
Legal Entity Name: BIBLE FELLOWSHIP CHURCH HOMES INC		
Legal Entity Address: 3000 FELLOWSHIP DRIVE, WHITEHALL, PA 18052		
<b>Certificate(s) of Occupancy</b>		
C-2 LP 12/11/2002 L&I	I-1 02/26/2013 Township of Whitehall	
<b>Staffing Hours</b>		
Resident Support: 0	Total Daily Staff: 114	Waking Staff: 86
Type of Inspection: Partial	BHA Docket Number:	Notice: Unannounced
<b>Reason(s) for Inspection(s)</b>		
Renewal		
<b>On-Site Inspections Dates and Department Representatives On-Site</b>		
11/25/2013: Novak, Ryan; Harvey, Jason		
<b>Off-Site Inspection Dates and Inspectors, if Applicable</b>		
<b>Other Details</b>		
Partial or Full Triggers:		Random Indicators:
<b>Resident Demographic Data as of Inspection Dates</b>		
Licensed Capacity: 101 Number of Residents Served: 90 Secured Dementia Care Unit in Home: Yes Area: n/a Secured Dementia Unit Capacity, if Applicable: 24 Number of Residents Served in Secured Dementia Care Unit, if applicable: 24 Number of Current Hospice Residents: 6 Number of Hospice Residents in past year: 11	<b>Number of Residents who:</b> Receive Supplemental Security Income: 1 Are 60 Years of Age or Older: 90 Have Mental Illness: 0 Have an Intellectual Disability: 0 Have a Mobility Need: 24 Have a Physical Disability: 0	

Violation Report: 21648 - 11/25/2013 - Novak, Ryan  
 PCH Name: FELLOWSHIP TERRACE

**1. REGULATION 55 Pa.Code §2600**  
 2800.17 - Resident records shall be confidential, and, except in emergencies, may not be accessible to anyone other than the resident, the resident's designated person if any, staff persons for the purpose of providing services to the resident, agents of the Department and the long-term care ombudsman without the written consent of the resident, an individual holding the resident's power of attorney for health care or health care proxy or a resident's designated person, or if a court orders disclosure.

**2a. DESCRIPTION OF VIOLATION**  
 The home's License Inspection Summary Report dated 2/28/13 posted on the first floor bulletin board contained the resident privacy code that indicates the resident's identities.

**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

The administrator shall be responsible for ongoing compliance -

*mm*  
 12/9/13

Repeat Violation: No      Date(s) of Previous Violation(s):

Signature of Legal Entity Representative  
 (Required on EVERY Page) *Donna T. Conley*

Printed Name and Title of Legal Entity Representative  
 (Required on EVERY Page) *Donna T. Conley NHA VP of Operations*      Date *12/5/2013*

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

The above plan of correction is approved as of <u>12/9/13</u> (Date)	Plan of correction implementation status as of <u>12/9/13</u> (Date)
The above plan of correction was approved by <i>mm</i> (Initials)	<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

12/2/13

Attachment A

Adhering to Regulation 2600.17 ensures all resident records shall be confidential and may not be accessible to anyone other than the resident, the resident's designated person, staff persons providing services to the resident, agents of the Department and the long-term care ombudsman. The home's License Inspection Summary Report dated 2/28/13 posted on the first floor bulletin board contained the resident privacy code that indicates the resident's identities. When discovered the forms were removed immediately from the report by the Administrator.

To assure ongoing compliance PCHA will have designee double check all posted License Inspection Summary Reports before posting to assure that no confidential information is part of forms posted.

  
12/9/13

Violation Report: 21648 - 11/25/2013 - Novak, Ryan  
PCH Name: FELLOWSHIP TERRACE

1. REGULATION 55 Pa.Code §2600  
2600.132(e) - A fire drill shall be held during sleeping hours once every 6 months.

2a. DESCRIPTION OF VIOLATION  
The home's most recent sleeping hours fire drill was conducted on 11/10/13 at 6:21am. The previous sleeping hours fire drill was conducted on 04/23/13 at 6:01am. The home did not conduct a sleeping hours fire drill within the 6 month time frame.

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

The administrator shall monitor and assure ongoing compliance -  
12/9/13

Repeat Violation: No      Date(s) of Previous Violation(s):

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, RTHA, VP of Operations*      Date *12/3/2013*

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

The above plan of correction is approved as of <u>12/9/13</u> (Date)	Plan of correction implementation status as of <u>12/9/13</u> (Date)
The above plan of correction was approved by <u><i>MC</i></u> (Initials)	<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

12/2/13

Attachment B

Regulation 2600.132(e) states that a fire drill shall be held during sleeping hours once every 6 months.

During the DPW survey on 11/25/13 it was noted that we had not conducted a sleeping hours fire drill within the 6 month time frame. The sleeping hours fire drill were conducted on 4/23/13 and then again on 11/10/13.

To assure compliance the PCHA will review fire drill schedules and monitor along with the safety officer, who schedules monthly fire drills, to assure ongoing compliance with regulation 132(e).

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

*[Signature]*  
12/9/13

Violation Report: 21648 - 11/25/2013 - Novak, Ryan  
 PCH Name: FELLOWSHIP TERRACE

1. REGULATION 55 Pa.Code §2600  
 2600.132(g) - Fire drills shall be held on different days of the week, at different times of the day and night, not routinely held when additional staff persons are present and not routinely held at times when resident attendance is low.

2a. DESCRIPTION OF VIOLATION

The home's most recent sleeping hours fire drill was conducted on 11/10/13 at 6:21am with 7 people participating. The previous sleeping hours fire drill was conducted on 04/23/13 at 6:01am with 9 people participating. The home is running sleeping hour fire drills routinely when more staff persons are present in the building.

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 C

The administrator shall be responsible for monitoring and ongoing compliance.

*[Signature]*  
 12/9/13

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

Printed Name and Title of Legal Entity Representative  
 (Required on EVERY Page) Donna J. Conroy RHA V.P. of Operations Date 12/3/2013

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

The above plan of correction is approved as of 12/9/13  
 (Date)

Plan of correction implementation status as of 12/9/13  
 (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

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12/2/13

Attachment C

Regulation 2600.132(g) states that a fire drill shall be held on different days of the week, at different times of the day and night, not routinely held when additional staff persons are present and not routinely held at times when resident attendance is low.

During the DPW survey on 11/25/13 it was noted that we had conducted a sleeping hours fire drill on 11/10/13 at 6:21am with 7 people participating. The previous sleeping hours fire drill was conducted on 4/23/13 at 6:01am with 9 people participating. They noted that the sleeping hour fire drills are routinely when more staff persons are present in the building.

- To assure ongoing compliance sleeping hour fire drills will be conducted when minimal staff is in the building during the hours of 11:30pm and 4:30am. This will be conducted by safety officer or designee during the above times noted.
- Results will be monitored by the PCHA and/or designee and actions taken as necessary to assure compliance at all times.

12/9/13