



pennsylvania
DEPARTMENT OF HUMAN SERVICES

Ms. Martha Rogus
Ruth M. Smith Center
P.O. Box 576
407 South Main Street
Sheffield, Pennsylvania 16347

JUN 26 2015

Dear Ms. Rogus:

Thank you for your request for a waiver of 55 Pa.Code Ch. 2600 (relating to personal care homes). You have requested a waiver of 55 Pa.Code § 2600.56 (relating to administrator staffing) as you would like to combine your three personal care home licenses (Licenses #: 445950, 445960, and 445980) into one licensed personal care home.

A waiver of 55 Pa.Code § 2600.56 (relating to administrator staffing) is not needed, as the waiver request process is not the appropriate method to process a request to combine personal care home licenses. If you would like to combine your three personal care home licenses into one personal care home license, you will need to submit the following for review by the Department:

- A copy of a monthly staff schedule for each of the three licensed personal care homes.
- A written explanation as to how the three licensed personal care homes currently conduct fire drills in accordance with § 2600.132 (relating to fire drills).
- A written explanation as to how the three licensed personal care homes prepare meals for the residents in accordance with § 2600.162 (relating to meals).
- A written explanation as to how the three licensed personal care homes store and administer medications in accordance with § 2600.182 (relating to medication administration) and § 2600.183 (relating to storage and disposal of medications and medical supplies).
- A written explanation as to how the three licensed personal care homes store and access medication records and resident records in accordance with § 2600.187 (relating to medication records) and § 2600.254 (relating to record access and security).
- A written explanation acknowledging how the legal entity plans on complying with the regulations at § 2600.132 (relating to fire drills), § 2600.162 (relating to meals), § 2600.182 (relating to medication administration), § 2600.183 (relating to storage and disposal of medications and medical supplies), § 2600.187 (relating to medication records) and § 2600.254 (relating to record access and security) if the three licensed personal care homes were combined into one license.

Upon receipt of the supporting documentation, a full and careful review of all documentation will occur. Please return the requested documentation to Ms. Tara Pride, Director of Regulatory Implementation, Bureau of Human Services Licensing, 631 Health and Welfare Building, 625 Forster Street, Harrisburg, Pennsylvania 17120.

The Department would like to take this opportunity to remind you that compliance with the regulation at § 2600.56 (relating to administrator staffing) is necessary until a determination regarding the combining of licenses is made by the Department. This means that a qualified administrator must be present in each of the three licensed personal care homes for an average of twenty hours or more per week, in each calendar month.

If you have any questions regarding the waiver process, you may contact the Operator Support Hotline at telephone number (866) 503-3926.

Sincerely,

A handwritten signature in cursive script that reads "Tara Pride". The signature is written in black ink and is positioned above the printed name and title.

Tara Pride
Director of Regulatory Implementation