pennsylvania
DEPARTMENT OF HUMAN SERVICES

Jennifer McClaren, CEO
Adelphoi Village, Inc.
1119 Village Way
Latrobe, PA 15650

SEP 2 8 2017

RE: Williams
521 Municipal Drive
Duncansville, PA 16635
License #: 318370

Dear Jennifer McClaren:

As a result of the Department of Human Services' annual licensing inspection on August 8-10, 2017, of the above facility, the violations with 55 Pa. Code Ch. 3800 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. 3800 must be maintained.

Sincerely,

Cathy A. Utz
Deputy Secretary

Enclosure
Licensing Inspection Summary

LICENSING/APPROVAL/REGISTRATION INSPECTION SUMMARY

NAME OF AGENCY/FACILITY: Adelphoi Village Williams License #: 318370	TELEPHONE: (724)-804-7004	OCYF REGIONAL STAFF APPROVAL	DATE
ADDRESS: 521 Municipal Drive Duncansville, Pennsylvania, 16635	COUNTY: Blair		
INSPECTED BY: Diana Yost, David Carr, Kip Cherry, Karla Blake	INSPECTION DATE(S): 8/8-8/10-17		

INITIAL INSPECTION	RENEWAL INSPECTION	COMPLAINT	UNANNOUNCED INSPECTION	INSPECTION SCORE
	X			

The Department of Human Services conducted an Annual Licensing Inspection of Adelphoi Village-Williams on August 8, 9, 10, 2017, for the licensing year extending from 09/01/2016 to 09/01/2017. During the inspection Departmental staff reviewed 16 of 16 Personnel records, 3 of 13 current child records, and 1 of 12 discharge child records. Departmental staff reviewed all pre-inspection documents including fire drills to measure compliance. During the inspection a physical site was conducted. 3 children and 2 staff members were interviewed.

The following areas of non-compliance were noted:

1. 55 PA CODE CHAPTER	2. NON-COMPLIANCE AREA	3. CORRECTION REQUIRED	4. REQUIRED CORRECTION DATE	5. PROVIDER'S PLAN OF CORRECTION (EVIDENCE)	6. STATUS OF CORRECTION
3800. 51	1 out of 16 personnel records did not have a child abuse clearance completed until more than 30 days after hire. Date of hire [redacted] date of clearance 3[redacted] The staff member worked [redacted]	Child abuse and criminal history checks shall be completed in accordance with 23 Pa.C.S. § § 6301—6385 (relating to the Child Protective Services Law) and Chapter 3490 (relating to protective services).	The agency is required to come into compliance with this requirement immediately and ongoing.	The new employee will complete the Child Abuse Clearance during the initial paperwork session. Should the Child Abuse site be unavailable, on the date of paperwork, the employee will be required to complete during their two week training sessions with the Training Coordinator. The Human Resource Department will contact the staff and unit supervisors no later than day 29 if Child Abuse Clearance is not completed, the staff will be suspended on day 30 until the clearance is received.	Accepted 9-22-17

9-19-17

3800. 58b	4 out of 4 new hire personnel records did not have documentation that each staff member completed 30 hours of training to include areas 1-6 prior to working alone with children.	Prior to working alone with children and within 120 calendar days after the date of hire, the director and each full-time, part-time and temporary staff person who will have regular and significant direct contact with children, shall have at least 30 hours of training to include at least the following areas: (1) The requirements of this chapter. (2) 23 Pa.C.S. § § 6301—6385 (relating to child protective services law) and Chapter 3490 (relating to protective services). (3) Fire safety. (4) First aid, Heimlich techniques, cardiopulmonary resuscitation and universal precautions. (5) Crisis intervention, behavior management and suicide prevention. (6) Health and other special issues affecting the population.	The agency is required to come into compliance with this requirement immediately and ongoing.	On September 14, 2017, all residential directors and supervisors received a communication from the VP of Residential Services related to when staff can start taking a child care role and count in the ratio for the unit. Effective as of October 16, 2017, the Training Department will implement a change to the process related to newly hired staff. New hires will have a 2 week orientation process that included obtaining 30 hours of training and will include all trainings under 3800.58b. Upon successful completion of the 2 week orientation, the residential directors and supervisor will be notified the staff has completed all required training under regulations 3800.58b. Upon the notification, the staff can taking a child care role and be placed on the unit schedule. This process will be monitored and notification will be sent by the Training Coordinator. The Human Resource Department will provide the staff, with a copy to the staff file, a certificate acknowledging the orientation has been completed.	Accepted AS 9-22-17

THE LEGAL ENTITY REPRESENTATIVE MUST COMPLETE [illegible]

	Director of Quality Assurance
SIGNATURE OF LEGAL ENTITY REPRESENTATIVE	TITLE
September 19, 2017	724-804-7004
DATE	TELEPHONE NUMBER

9-19-17