



**pennsylvania**  
DEPARTMENT OF HUMAN SERVICES

DEC 21 2017

Ms. Traci Schultz  
Administrator  
Wolf Run Village LLC  
3750 Route 220 Highway  
Hughesville, Pennsylvania 17737

RE: Wolf Run Village  
License #: 221490

Dear Ms. Schultz:

As a result of the Department of Human Services' (Department) annual licensing inspection on November 8, 2017 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.

In an effort to improve our licensing processes, the Bureau of Human Services Licensing is soliciting feedback about your recent human services licensing inspection experience. To participate in the online provider survey, launch your web browser and go to [https://www.surveymonkey.com/r/BHSL\\_Inspection](https://www.surveymonkey.com/r/BHSL_Inspection).

The survey is brief and will only take about 5 minutes to complete. Your participation in the survey is completely voluntary and all of your responses will be kept confidential. The responses will be reviewed as part of an aggregate of provider inspection responses. Thank you in advance for providing feedback.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Rowe".

Jacqueline L. Rowe  
Director

Enclosure  
License Inspection Summary



Violation Report: 22149 - 11/08/2017 - Yellenic, Cindy  
 PCH Name: WOLF RUN VILLAGE

**1. REGULATION 55 Pa.Code §2600**  
 2600.51 - Criminal history checks and hiring policies shall be in accordance with the Older Adult Protective Services Act (OAPSA) (35 P.S. §§ 10225.101-10225.5102) and 6 Pa.Code Chapter 15 (relating to protective services for older adults).

**2a. DESCRIPTION OF VIOLATION**  
 The personnel file for Direct Care Staff person A, date of hire 8-8-18, did not contain a PA background check.

**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.

A new background check was completed at time of inspection. See Attached

Policy states that background checks are to be completed before an offer of employment can be made. Since 9/2/16, all background checks are downloaded and saved to a backup file. As of 11/15/17 all background checks prior to 9/2/16 have been scanned and saved to the backup file.


Administrator will monitor/audit employee files monthly. New employee files in that month will have a complete audit.

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) Traci Schultz, Administrator	Date 11/30/17
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**DEPARTMENT USE ONLY - HOMES MAY NOT WRITE BELOW THIS LINE!**

The above plan of correction is approved as of <u>12.5.17</u> (Date)	Plan of correction Implementation status as of <u>12.5.17</u> (Date)
The above plan of correction was approved by  (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

Violation Report: 22149 - 11/08/2017 - Yellenic, Cindy  
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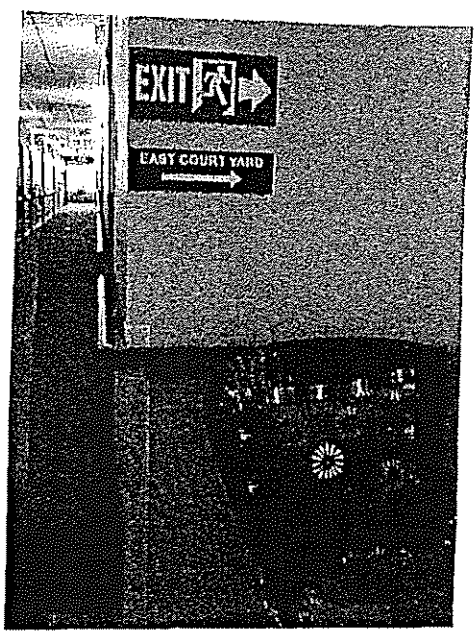
1. REGULATION 55 Pa.Code §2600  
 2600.133(a)(1) - If the home serves nine or more residents, signs bearing the word "EXIT" in plain legible letters shall be placed at all exits.

2a. DESCRIPTION OF VIOLATION  
 When walking down the East wing from the main hallway, there is no exit sign pointing to the exit door to the right.

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.

The sign was not installed at time of construction. All exits were checked for compliance and corrected at the time of inspection with a temporary sign at the time of inspection.

On 11/13/17 a permanent sign was installed as seen below.



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

Printed Name and Title of Legal Entity Representative (Required on EVERY Page) Traci Schultz, Administrator	Date 11/30/17
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