



pennsylvania
DEPARTMENT OF HUMAN SERVICES

OCT 24 2018

Mr. Edward Cauley
Co-Owner
Williams's Manor LLC
164 Baron Road
Wind Gap, Pennsylvania 18091

RE: William's Manor
License #: 207310

Dear Mr. Cauley:

As a result of the Department's Bureau of Human Services Licensing annual inspection on August 22, 2018 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.

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: 20731 - 08/22/2018 - Dumas, Gerald
 PCH Name: WILLIAM'S MANOR

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

Direct Care Staff Person A was hired on 12/18/17. Staff person A's last employment experience was dated "2016" in another state. The staff person did not have any current proof of permanent residency available to review. Employees who have not held permanent residency in Pennsylvania for two consecutive years prior to the beginning of employment need a federal criminal history record from the Federal Bureau of Investigation.

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 proof of residency for the staff worker in question now is available at William's Manor, through the worker's monthly utility bills. The discrepancy in residency dates is acknowledged. Though the employee has now lived in the state for two consecutive years (as of March 2018), she will undergo fingerprinting and a federal background check by Nov. 1, 2018.

Going forward, we will request proof of residency for all new employees who may have lived outside of Pennsylvania within the previous two to three years, and retain that proof in the employee's records on-site.

Upon completion of the Federal Background Check and Fingerprinting process, the home will submit a copy of the report received to the Northeast Regional Office for review. 10-16-18 *ag*

Repeat Violation: No

Date(s) of Previous Violation(s):

Signature of Legal Entity Representative

(Required on EVERY Page)

Colleen Brooks Administrator

Printed Name and Title of Legal Entity Representative

(Required on EVERY Page)

Colleen Brooks Administrator

Date

10/8/2018

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The above plan of correction is approved as of 10-16-18
(Date)

Plan of correction implementation status as of 10-16-18
(Date)

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

The above plan of correction was approved by *ag*
(Initials)