



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

OCT 07 2019

RE: La Sa Quik
651 Saint Michaels Road
Cogan Station, PA 17728
License #: 329120

Dear Jennifer McClaren:

As a result of the Department of Human Services' annual licensing inspection on September 3, 2019, 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,

A handwritten signature in black ink that reads "Amy Grippi". The signature is written in a cursive, flowing style.

Amy Grippi
Acting Deputy Secretary

Enclosure
Licensing Inspection Summary

Department of Human Services
Office of Children, Youth and Families
LICENSING/APPROVAL/REGISTRATION INSPECTION SUMMARY
55 PA.CODE CHAPTER 3800

Agency/Facility Information

Name: LA SA QUIK
Address: 651 SAINT MICHAELS ROAD., COGAN STATION, PA 17728
Phone: 5709989261

License #: 32912
County: LYCOMING

Inspection Information

Start Date: 09/03/2019 End Date: 09/03/2019 Type: Renewal
Inspector(s): Sara Harris, Diana Yost

Notice: Announced Visit

Inspection Narrative

The Department of Human Services conducted an Annual Licensing Inspection of Adelphoi Village - La Sa Quik on September 3, 2019, for the licensing year extending from 1/25/2019 to 01/25/2020. During the inspection Departmental staff reviewed 3 of 3 newly hired personnel records, 21 of 21 tenured personnel records, and 3 of 25 child records. Departmental staff reviewed all pre-inspection documents, including fire drills, to measure compliance. During the inspection a physical site walk-through was conducted. 2 children and 2 staff members were interviewed.

Signature

The legal entity representative must complete the "Provider's Plan of Correction or Response," sign on the signature line below and date all pages of this document. Return this entire document when completed to your Regional Office no later than 10/01/2019.


Signature of Legal Entity Representative

September 27, 2019
Date

Jennifer McClaren
Name of Legal Entity Representative

Director Quality Assurance
Title

724-804-7004
Telephone Number

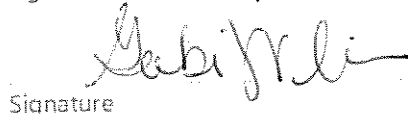
OCYF Regional Staff Approval


Signature

10/1/19
Date


Signature

10-1-19
Date


Signature

10/1/19
Date

58 Staff Training

1. 55 PA Code Chapter

3800.

- 58.a. Prior to working with children, each staff person who will have regular and significant direct contact with children, including part-time and temporary staff persons and volunteers, shall have an orientation to the person's specific duties and responsibilities and the policies and procedures of the facility, including reportable incident reporting, discipline, care and management of children, medication administration and use of restrictive procedures.

Area of Non-Compliance

In 1 of 3 newly hired personnel records reviewed, a signed and dated job description was not found in the record of Staff Member A.

The agency shall develop a plan to assure that this mandate is being met. The plan shall identify the staff position responsible for monitoring and ensuring regulatory compliance.

Provider's Plan of Corrective Action or Response

Please see attached sheet

Status of Correction:

PLAN ACCEPTED

Def 10-1-19

2. 55 PA Code Chapter

3800.

58. Staff training.

- b. 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:
4. First aid, Heimlich techniques, cardiopulmonary resuscitation and universal precautions.

Area of Non-Compliance

In 1 of 3 newly hired personnel records reviewed, Staff Member A was hired on [REDACTED] and did not complete training in First aid, Heimlich techniques, and cardiopulmonary resuscitation until 3/28/2019.

The agency shall develop a plan to assure that this mandate is being met. The plan shall identify the staff position responsible for monitoring and ensuring regulatory compliance.

Provider's Plan of Corrective Action or Response

Please see attached sheet

Status of Correction:

PLAN ACCEPTED

Def 10-1-19

J. M. 9-27-19

58 Staff Training (continued)

3. 55 PA Code Chapter

3800.

- 58.e. Each staff person who will have regular and significant direct contact with children, shall complete training in first aid, Heimlich techniques and cardiopulmonary resuscitation at least every year. If a staff person has a formal certification from a recognized health care organization which is valid for more than 1 year, retraining is not required until expiration of the certification.

Area of Non-Compliance

In 1 of 21 tenured personnel records reviewed, Staff Member C had training in First aid, Heimlich techniques, and cardiopulmonary resuscitation that expired on 3/22/2019. Another training was not completed until 3/28/2019.

The agency shall develop a plan to assure that this mandate is being met. The plan shall identify the staff position responsible for monitoring and ensuring regulatory compliance.

Provider's Plan of Corrective Action or Response

Please see attached sheet

Status of Correction:

PLAN ACCEPTED

by 10-1-19

188 Medications Administration Training

1. 55 PA Code Chapter

3800.

- 188.a. A staff person who has completed and passed a Department-approved medications administration course within the past 2 years is permitted to administer oral, topical and eye and ear drop prescription medications and epinephrine injections for insect bites.
- 188.c. A record of the training shall be kept including the person trained, the date, source, name of trainer, content and length of training

Area of Non-Compliance

In 2 of 21 tenured staff records reviewed, the following was found regarding personnel medication administration training:

Staff Member D had medication administration training completed on 8/8/2018. Staff Member D had medication observations and Medication Administration Record reviews completed on 4/16/2019 and 7/31/2019. The Annual Practicum form indicating whether Staff Member D passed or failed the reviews was not completed.

Staff Member E had medication administration training completed on 8/8/2018. This training expired on 8/8/19 and no updated medication administration training was found in the record.

The agency shall develop a plan to assure that this mandate is being met. The plan shall identify the staff position responsible for monitoring and ensuring regulatory compliance.


9-27-19

188 Medications Administration Training (continued)

Provider's Plan of Corrective Action or Response

Please see attached sheet

Status of Correction:

PLAN ACCEPTED

Dly 10-1-19

144 Dental Care

1. 55 PA Code Chapter

3800.

144.b. A child who is 3 years of age or older shall have a dental examination performed by a licensed dentist and teeth cleaning performed by a licensed dentist or dental technician at least semiannually. If a child has not had a dental examination and teeth cleaning within 6 months prior to admission, a dental examination and teeth cleaning shall be performed within 30 days after admission.

Area of Non-Compliance

Repeat Violation

In 3 of 3 child records reviewed, the following was found regarding child dental examinations:

Child #1 was admitted on [REDACTED] and a dental examination was not completed until 1/17/2019. A six-month follow-up dental examination was not completed until 8/26/2019.

Child #2 was admitted on [REDACTED] and had a dental examination completed on 2/25/2019. A six-month follow-up dental examination was not completed until 8/29/2019.

Child #3 was admitted on [REDACTED] and had a dental examination completed on 5/23/2018. A six-month follow-up dental examination was not completed until 12/5/2018.

This is a repeat violation from the annual licensing inspection held on 9/4/2018.

The agency shall develop a plan to assure that this mandate is being met. The plan shall identify the staff position responsible for monitoring and ensuring regulatory compliance.

Provider's Plan of Corrective Action or Response

Please see attached sheet

Status of Correction:

PLAN ACCEPTED

Dly 10-1-19

Jk 9-27-19

151 Staff Health Statement

1. 55 PA Code Chapter
3800.

151. A staff person or volunteer who comes into direct contact with the children or who prepares or serves food, shall have a statement signed and dated by a licensed physician, certified registered nurse practitioner or licensed physician's assistant, within 12 months prior to working with children or food service and every 2 years thereafter, stating that the person is free of serious communicable disease that may be spread through casual contact or that the staff person has a serious communicable disease that may be spread through casual contact but is able to work in the facility if specific precautions are taken that will prevent the spread of the disease to children.

Area of Non-Compliance

Repeat Violation

In 2 of 21 tenured personnel records reviewed, the following was found regarding personnel health statements:

Staff Member B had a health statement completed on [REDACTED] An updated health statement was not completed until 7/18/2019.

Staff Member E had a health statement completed on [REDACTED] An updated health statement was not completed until 8/2/2019.

This is a repeat violation from the annual licensing inspection held on 9/4/2018.

The agency shall develop a plan to assure that this mandate is being met. The plan shall identify the staff position responsible for monitoring and ensuring regulatory compliance.

Provider's Plan of Corrective Action or Response

Please see attached sheet

Status of Correction:

PLAN ACCEPTED *Dly 10-1-19*

[Signature]
9-27-19

3800.58.a.

The following procedure will be followed in regard to this area of non-compliance:

- Human Resources Assistant and the Program Administrative Assistant will review the process of completing new hire paperwork. This meeting will occur by 10/4/19.
- A new hire employee will complete all new hire paperwork with the Program Administrative Assistant on his or her first day of employment.
- The Program Administrative Assistant will scan and email the completed paperwork to a representative in the Human Resource department. The Unit Director and Program Director will be copied on the paperwork.
- The representative from the Human Resource Department will respond to the email indicating that all paperwork has been completed correctly and the employee is able to proceed to the next steps in the new hire training process. The employee will not be scheduled to work in the ratio until all paperwork and necessary training is completed and is cleared by the Unit Director and Program Director. Any missing items will be corrected at this time, resubmitted for approval by the Human Resource Department.
- The Unit Director is responsible for monitoring and ensure compliance.

3800.58.b.

The following procedure will be followed in regard to this area of non-compliance:

- During the interview process, prospective employees will be informed of the training requirements for the first two weeks of employment at Adelphoi Village.
- The Program Administrative Assistant will complete a training schedule for the new hire on the first day of employment during paperwork. This schedule will be emailed to the new hire, Unit Director and Program Director.
- Training options will be reviewed to ensure that the trainings are completed within the first two weeks. These options to be considered will be:
 - o Completing trainings at La Sa Quik.
 - o Completing trainings in the Blair County region.
 - o Completing trainings in Latrobe on the main campus.
- A new hire staff member will complete the following trainings during the first two weeks of employment and will not be scheduled to be part of the ratio until all of the trainings are completed:
 - o Orientation
 - o New Employee Orientation Checklist
 - o Adelphoi-Driving Safety (on Relias)
 - o Adelphoi-Fire Safety Training (on Relias)
 - o Adelphoi-Infection Control (on Relias)
 - o Safe Crisis Management
 - o Adult and Pediatric First Aid/CPR/AED
 - o PREA: Staff Roles and Responsibilities Under the Prison Rape Elimination Act (on Relias)
 - o Recognizing and Reporting Child Abuse
- The Program Administrative Assistant will email the Unit Director and Program Director indicating that the employee has completed the initial trainings. Then the employee will be scheduled to be in ratio.
- The Unit Director is responsible for monitoring and ensure compliance.



Jennifer McClaren, Director QA
September 27, 2019

3800.58.e.

The following procedure will be followed in regard to this area of non-compliance:

- The Program Director will refresh the Unit Director in the use of the agency training data base and monthly training reminder reports. This training will occur by 10/1/19.
- A monthly training reminder will be emailed to the Unit Director from a representative in Human Resources indicated all of the trainings due in a 30 and 60 day upcoming period. When a staff is due for a trainings appears on the 60 days monthly training reminder report, the Unit Director will enroll the staff.
- The Program Director will review this report with the Unit Director monthly during clinical supervision to ensure compliance is maintained in regard to training.
- The Unit Director is responsible for monitoring and ensure compliance.

3800.188.a.

3800.188.c.

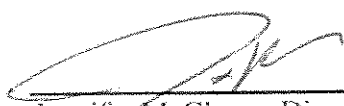
The following procedure will be followed in regard to this area of non-compliance:

- The indicated staff members will complete the Medication Administration Training and/or another Medication Observation and Medication Administration Record review by 10/15/19. All necessary documentation will be completed and submitted to Human Resources as record of the completed observations.
- A monthly training reminder will be emailed to the Unit Director from the Director of Nursing indicating all of the trainings/observations due in a 30 and 60 day upcoming period. When a staff is due for a trainings appears on the 60 days monthly training reminder report, the Unit Director will enroll the staff.
- The Program Director will review this report with the unit director monthly during clinical supervision to ensure compliance is maintained in regard to training.
- The Unit Director is responsible for monitoring and ensure compliance.

3800.144.b.

The following procedure will be followed in regard to this area of non-compliance:

- The Program Administrative Assistant will schedule a dental appointment for each resident on his date of arrival. If the Program Administrative Assistant is not available on that day, the responsibility will fall to the Unit Director.
- The date of the appointment will be emailed to the resident's Clinical Coordinator upon scheduling.
- The Unit Director will review dental examination appointments at the beginning of each month with the Clinical Coordinators during clinical supervision.
- In the event that the scheduled appointment is outside of the required date range, an explanation will be documented on the dental exam form.
- A semi annual dental appointment will be scheduled within a 14 day time range of the six month date from the initial dental exam.
- The Unit Director is responsible for monitoring and ensure compliance.



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September 27, 2019

3800.151

- The plan from last year was disrupted by the resignation of the designated Human Resource employee responsible for sending out the health statement emails. The replacement employee was not informed of the process upon hiring and therefore the emails were not copied to the Unit Director and Program Director.
- The following procedure will be followed in regard to this area of non-compliance:
- A representative from Human Resources will email each employee a notification of the date by which when his or her health statement needs to be completed.
- The Unit Director and Program Director will be copied on this email.
- The Unit Director and Program Director will review this list of employees monthly during clinical supervision to ensure that all employees complete the health statement in a timely manner.
- The Unit Director is responsible for monitoring and ensure compliance.



Jennifer McClaren, Director QA
September 27, 2019