

Department of Human Services  
Bureau of Human Service Licensing

September 8, 2020

PRESBYTERIAN HOMES INC  
ONE TRINITY DR, EAST SUITE 201  
DILLSBURG, PA, 17019

RE: STEWARD PLACE  
7 EAST LOCUST STREET  
OXFORD, PA, 19363  
LICENSE/COC#: 10063

Dear Mr. Nicholson,

As a result of the Pennsylvania Department of Human Services, Bureau of Human Service Licensing review on 06/25/2020, 06/26/2020 of the above facility, we have determined that your submitted plan of correction is fully implemented. Continued compliance must be maintained.

Sincerely,  
Shawn Parker

Enclosure  
Licensing Inspection Summary (LIS)

cc: Pennsylvania Bureau of Human Service Licensing

**Department of Human Services  
Bureau of Human Service Licensing  
LICENSING INSPECTION SUMMARY**

**Facility Information**

Name: *STEWARD PLACE* License #: *10063* License Expiration Date: *05/25/2021*  
 Address: *7 EAST LOCUST STREET, OXFORD, PA 19363*  
 County: *CHESTER* Region: *SOUTHEAST*

**Administrator**

Name: *David Nicholson* Phone: *610-998-2489* Email:  
*dnicholson@psl.org; hheinemann@psl.org;*  
*shparker@pa.gov*

**Legal Entity**

Name: *PRESBYTERIAN HOMES INC*  
 Address: *ONE TRINITY DR, EAST SUITE 201, DILLSBURG, PA, 17019*  
 Phone: *6109982400* Email: *DNICHOLSON@PSL.ORG*

**Certificate(s) of Occupancy**

**Staffing Hours**

Resident Support Staff: Total Daily Staff: *16* Waking Staff: *12*

**Inspection**

Type: *Partial* Notice: *Unannounced* BHA Docket #:  
 Reason: *Complaint* Exit Conference Date: *06/26/2020*

**Inspection Dates and Department Representative**

*06/25/2020 - Off-Site: Alexander Goldstein*  
*06/26/2020 - Off-Site: Alexander Goldstein*

**Resident Demographic Data as of Inspection Dates**

**General Information**

License Capacity: *84* Residents Served: *15*

**Secured Dementia Care Unit**

In Home: *No* Area: Capacity: Residents Served:

**Hospice**

Current Residents: *0*

**Number of Residents Who:**

Receive Supplemental Security Income: *0* Are 60 Years of Age or Older: *15*  
 Diagnosed with Mental Illness: *12* Diagnosed with Intellectual Disability: *0*  
 Have Mobility Need: *1* Have Physical Disability: *0*

## Inspections / Reviews

## 06/25/2020 - Partial

Lead Inspector: *Alexander Goldstein*Follow-Up Type: *POC Submission*Follow-Up Date: *08/21/2020*

## 8/21/2020 - POC Submission

Lead Reviewer: *Shawn Parker*Follow-Up Type: *POC Submission*Follow-Up Date: *08/23/2020*

## 8/25/2020 - POC Submission

Lead Reviewer: *Shawn Parker*Follow-Up Type: *Document Submission*Follow-Up Date: *09/01/2020*

## 9/8/2020 - Document Submission

Lead Reviewer: *Shawn Parker*Follow-Up Type: *Not Required*

57a - Designee Present/Age

1. Requirements

2600.

57.a. At all times one or more residents are present in the home a direct care staff person who is 21 years of age or older and who serves as the designee, shall be present in the home. The direct care staff person may be the administrator if the administrator provides direct care services.

Description of Violation

On Sunday 6/7/2020 there was no direct care staff present in personal care from 2:00 pm to 10:00 pm

Plan of Correction - 08/21/2020

Do Not Accept

See Attached

Completion Date: 08/20/2020

Plan of Correction - 08/25/2020

Accept

The staff member, a personal care aide /med tech in Personal Care most often did work in Personal Care. She had worked an additional shift to provide coverage for the 2p-10p in Assisted Living on 6/7/2020 which is why she was highlighted accordingly. It was an error that the two shifts were not separated. Going forward the staff schedule has been revised to clearly reflect assignments by designation for Assisted Living and Personal Care and the assignments will be updated on the schedule by the Administrator or designee as needed. With this staff member accounted for we did provide the direct care staff personnel needed for coverage 2p-10p.

Completion Date: 08/21/2020

Update - 08/21/2020

Administrator or designee will ensure schedule is constructed so a direct care staff person 21 years of age or older is always present in the home when residents are there..... SP 08-25-2020

Document Submission - 09/08/2020

Implemented

Corrected by altering schedule to reflect coverage and substitute personnel. Attached is an example of the schedule separation between pc/al instituted.

57d - Waking Hours

1. Requirements

2600.

57.d. At least 75% of the personal care service hours specified in subsections (b) and (c) shall be available during waking hours.

Description of Violation

On 6/7/2020, a total of 12 waking hours of direct care was required. However, only 9.5 of the required hours were provided during waking hours.

Plan of Correction - 08/21/2020

Do Not Accept

see attached

Completion Date: 08/20/2020

57d - Waking Hours (continued)

**Plan of Correction - 08/25/2020** **Accept**

*The staff member, a personal care aide /med tech in Personal Care most often did work in Personal Care. She had worked an additional shift to provide coverage for the 2p-10p in Assisted Living on 6/7/2020 which is why she was highlighted accordingly. It was an error that the two shifts were not separated. Going forward the staff schedule has been revised to clearly reflect assignments by designation for Assisted Living and Personal Care and the assignments will be updated on the schedule by the Administrator or designee as needed. With these additional hours considered the 75% was met.*

**Completion Date:** 08/21/2020

**Document Submission - 09/08/2020** **Implemented**

*Corrected by altering schedule to reflect coverage and substitute personnel. Attached is an example of the schedule separation between pc/al instituted.*

61 - Substitute Coverage

**1. Requirements**

2600.

- 61. Substitute Personnel - When regularly scheduled direct care staff persons are absent, the administrator shall arrange for coverage by substitute personnel who meet the direct care staff qualifications and training requirements as specified in § 2600.54 and § 2600.65 (relating to qualifications for direct care staff persons; and direct care staff person training and orientation).

**Description of Violation**

*On June 7th, 2020, The staffing schedule shows that a staff member took UPAPRT (unapproved) leave for the 2:00 PM to 10:00 PM shift. No substitute personnel was arranged for coverage during that time period.*

**Plan of Correction - 08/21/2020** **Do Not Accept**

*see attached*

**Completion Date:** 08/20/2020

**Plan of Correction - 08/25/2020** **Accept**

*The staff member, a personal care aide /med tech in Personal Care most often did work in Personal Care. She had worked an additional shift to provide coverage for the 2p-10p in Assisted Living on 6/7/2020 which is why she was highlighted accordingly. It was an error that the two shifts were not separated. Going forward the staff schedule has been revised to clearly reflect assignments by designation for Assisted Living and Personal Care and the assignments will be updated on the schedule by the Administrator or designee as needed. With this staff member accounted for we did provide substitute personnel for coverage*

**Completion Date:** 08/21/2020

**Update - 08/21/2020**

*Administrator or designee will ensure a system is in place to ensure coverage by substitute personnel with direct care qualifications when regular staff is unavailable.*

*SP 08-25-2020*

**Document Submission - 09/08/2020** **Implemented**

*Corrected by altering schedule to reflect coverage and substitute personnel. Attached is an example of the schedule separation between pc/al instituted.*