



pennsylvania

DEPARTMENT OF HUMAN SERVICES

September 30, 2020

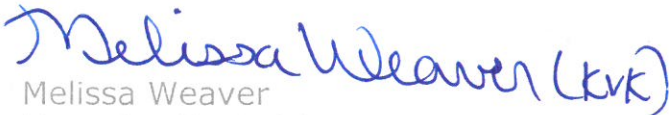
Jennifer McClaren, CEO
Adelphoi Village, Inc.
1119 Village Way
Latrobe, PA 15650

RE: Manor Enhanced
557 Manor Drive
Ebensburg, PA 15931
License #: 333980

Dear Jennifer McClaren:

As a result of the Pennsylvania Department of Human Services, Office of Children Youth and Families, licensing review on September 30, 2020, of the above facility, we have determined that your submitted plan of corrections is fully implemented. Continued compliance must be maintained.

Sincerely,


Melissa Weaver
Licensing Technician

Enclosure
Licensing Inspection Summary

Cc: Manor Enhanced

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

Agency/Facility Information

Name: *MANOR ENHANCED*
Address: *557 MANOR DRIVE, EBENSBURG, PA 15931*
County: *CAMBRIA* Phone: *7248047000*

License Number: *33398*
License Expiration: *09/01/2021*

Inspection Information

Start Date: *08/19/2020* End Date: *08/19/2020* Type: *Renewal* Notice: *Announced Visit*
Inspector(s): *Sara Harris*

Inspection Narrative

The Department of Human Services conducted an Annual Licensing Inspection of Adelphoi - Manor Enhanced on August 19, 2020 for the licensing year extending from 09/01/2019 to 09/01/2020. During the inspection, Departmental Staff reviewed 11 of 11 newly hired personnel records, 1 of 12 tenured personnel records, and 2 of 36 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 staff members and 2 children were interviewed.

Inspections / Reviews

08/19/2020 - Renewal

Lead Inspector: *Sara Harris* Follow-Up Type: *POC Submission* Follow-Up Date: *09/14/2020*

9/16/2020 - POC Submission

Lead Reviewer: *Diana Yost* Follow-Up Type: *Document Submission* Follow-Up Date: *09/28/2020*

Diana Yost 9/21/2020
Sara N Harris 9/21/2020
Gabi Williams 9/23/2020

3800.52 Staff Hiring, Retention and Utilization**1. Requirements**

3800.52. Staff hiring retention and utilization shall be in accordance with 23 Pa.C.S. § § 6301—6385 (relating to the Child Protective Services Law) and Chapter 3490 (relating to protective services).

Description of Violation

In 1 of 11 newly hired personnel records reviewed, Staff Member A was hired on 8/12/2019 and did not receive a ChildLine clearance until 8/21/2019. A disclosure statement was signed and dated on 8/12/2019. A receipt of application for the clearance was dated 8/13/2019.

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.

Plan of Correction**Accept**

The following procedure was implemented on January 1, 2020.

- Upon acceptance of a position, the new hire is given instructions to obtain the Act 33/34, FBI clearances and a pre-employment health statement/physical. A start date is scheduled with the new hire and this date is considered the first day of employment.*
- The new hire will not be permitted to attend the new hire paperwork session until the clearances are obtained. Not having the clearances requires the start date to be delayed until the all is received.*
- The Human Resource Department is responsible for monitoring and ensure compliance.*

Completion Date: 09/14/2020 Plan Accepted 9/21/2020 DY *SA* Plan Verified 9/28/2020 SH

DY 9/29/2020

GW 9/30/20

Adelphoi – Manor Enhanced (License #: 333980)

Completed by Sara Harris, Licensing Technician, OCYF Central Region

Plan of Correction Verification:

As part of the verification plan, Departmental staff requested a list of any new staff hired by the program since the inspection occurred on 8/19/2020. The facility hired one new staff member. Facility contact, [REDACTED] sent over the new hire's clearances to ensure that they were following their plan of correction. Departmental staff measured the dates of the clearances to measure compliance.

Staff Member #1:

[REDACTED]

Position: Youth Care Worker

Clearance Dates:

[REDACTED]

All three clearances were completed before the staff member's date of hire. Therefore, the facility is following their plan of correction, and no additional deficiencies are noted.