

Department of Human Services  
Office of Children, Youth and Families

October 27, 2020

JENNIFER MCCLAREN, QUALITY ASSURANCE  
ADELPHOI VILLAGE, INC.  
1119 VILLAGE WAY  
LATROBE, PA, 15650

RE: LA SA QUIK  
651 SAINT MICHAELS ROAD  
COGAN STATION, PA, 17728  
LICENSE/COC#: 32912

Dear Ms. McClaren,

As a result of the Pennsylvania Department of Human Services, Office of Children, Youth and Families review on 09/02/2020 of the above facility, we have determined that your submitted plan of correction is fully implemented. Continued compliance must be maintained.

Sincerely,  
Sara Harris

Enclosure  
Licensing Inspection Summary (LIS)

cc: Pennsylvania Office of Children, Youth and Families

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

**Agency/Facility Information**

|                                                           |                                |
|-----------------------------------------------------------|--------------------------------|
| Name: LA SA QUIK                                          | License Number: 32912          |
| Address: 651 SAINT MICHAELS ROAD, COGAN STATION, PA 17728 | License Expiration: 01/25/2021 |
| County: LYCOMING                                          | Phone: 5709989261              |

**Inspection Information**

|                                           |                      |               |                         |
|-------------------------------------------|----------------------|---------------|-------------------------|
| Start Date: 09/02/2020                    | End Date: 09/02/2020 | Type: Renewal | Notice: Announced Visit |
| Inspector(s): Sara Harris, Kellie Cargile |                      |               |                         |

**Inspection Narrative**

The Department of Human Services conducted an Annual Licensing Inspection of Adelphoi Village - La Sa Quik on September 2, 2020 for the licensing year extending from 1/25/2020 to 1/25/2021. During the inspection, Departmental staff reviewed 4 of 4 newly hired personnel records, 1 of 16 tenured personnel records, and 2 of 32 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.

**Inspections / Reviews**

**09/02/2020 - Renewal**

|                             |                                |                            |
|-----------------------------|--------------------------------|----------------------------|
| Lead Inspector: Sara Harris | Follow-Up Type: POC Submission | Follow-Up Date: 09/21/2020 |
|-----------------------------|--------------------------------|----------------------------|

**10/1/2020 - POC Submission**

|                           |                                     |                            |
|---------------------------|-------------------------------------|----------------------------|
| Lead Reviewer: Diana Yost | Follow-Up Type: Document Submission | Follow-Up Date: 11/02/2020 |
|---------------------------|-------------------------------------|----------------------------|

*Sara N Harris*      10/1/2020

*Diana Yost*      10/1/2020

*Gabi Williams*      10/01/2020

## 3800.55 Child Care Worker

**1. Requirements**

3800.55. Child care worker.

- g. The child care worker shall have a high school diploma or general education development certificate.

**Description of Violation**

*In 1 of 4 newly hired personnel records reviewed, the record of Staff Member A did not include a high school diploma or general education development certificate.*

*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**

- Beginning in March of 2020, Adelphoi contracted with Justifacts to obtain background/screening documents including education verification.
- Upon offer, the new hire will be sent a link to Justifacts that grants permission to obtain the education verification. If the new hire does not respond within 24 hours, the Human Resource Department prompts the new hire to enroll in Justifacts
- Justifacts attempts to obtain verification. If Justifacts is not able to obtain verification, they will notify Human Resource Department. The new hire will not be permitted to attend the new hire paperwork session until the education verification are obtained, this started in July 2020. Not having the education verification 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: 07/01/2020 Plan Accepted 10/1/2020 DY Plan Verified 10/27/2020 DY  
10/27/2020 SH

## 3800.132 Fire Drills

**1. Requirements**

3800.132. Fire drills.

- c. A written fire drill record shall be kept of the date, time, the amount of time it took for evacuation, the exit route used, the number of children in the facility at the time of the drill, problems encountered and whether the fire alarm or smoke detector was operative.

**Description of Violation**

*Fire drill records did not indicate whether any problems were encountered for the fire drills held on 12/5/2019, 2/9/2020, 5/4/2020, and 7/9/2020.*

*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.*

## 3800.132 Fire Drills (continued)

## Plan of Correction

Accept

- In review of the information, the Unit Director identified a trend related to one specific staff member and their completion of the form
- The Unit Director reviewed completion and the expectations of form completion at the team meeting on 9-14-20
- The Unit Director specifically addressed completion and the expectations of form completion with the staff member on 9-14-20
- The Unit Director specifically addressed completion, the expectations of form completion and expectations of form review with the unit's Facility Operations staff member on 9-14-20
- The Unit Director is responsible for monitoring and ensure compliance.

Completion Date: 09/14/2020

Plan Accepted 10/1/2020 DY

Plan Verified 10/27/2020 DY

10/27/2020 SH

GW 10/27/2020

Adelphoi – La Sa Quik Renewal (License #: 329120)

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 9/2/2020. The facility did not hire any new staff members. Since there were no new staff members hired, Departmental staff was unable to verify the citation of 3800.55(g).

Departmental staff requested and reviewed the information regarding the citation of 3800.132(c). The staff member who had written the fire drill documentation was met with individually, and it was reviewed with him that all sections of the fire drill form need to be filled out. The facility also had a fire drill documentation review with all staff members during a staff meeting to review the importance of filling out the fire drill log in its entirety.

Based on the information reviewed by Departmental staff, it is apparent that the facility is following their plan of correction. Therefore, no further follow-up is needed and no regulatory concerns were found.