



November 16, 2022

[REDACTED]

ADELPHOI VILLAGE, INC.
1119 VILLAGE WAY
LATROBE, PA, 15650

RE: LA SA QUIK
651 SAINT MICHAELS ROAD
COGAN STATION, PA, 17728
LICENSE/COC#: 329120

Dear [REDACTED]

As a result of the Pennsylvania Department of Human Services, Office of Children Youth and Families, licensing review on August 31, 2022 of the above facility, we have determined that your submitted plan of correction is fully implemented. Continued compliance must be maintained

Sincerely,

Sara N. Dufrenne

Human Services Representative

Enclosure
Licensing Inspection Summary

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: 01/25/2023
County: LYCOMING

Inspection Information

Start Date: 08/31/2022 End Date: 08/31/2022 Type: Renewal Notice: Announced Visit
Inspector(s): [REDACTED]

Inspection Narrative

The Department of Human Services conducted an Annual Licensing Inspection of Adelphoi Village- La Sa Quik on August 31, 2022 for the licensing year extending from 1/25/2022 to 1/25/2023. During the inspection, Departmental staff reviewed 5 of 5 newly hired personnel records, 17 of 17 tenured personnel records, and 2 of 24 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.

The following area of noncompliance was noted.

Inspections / Reviews

08/31/2022 - Renewal

Lead Inspector: [REDACTED] Follow-Up Type: POC Submission Follow-Up Date: 09/19/2022

10/13/2022 - POC Submission

Reviewer: [REDACTED] Follow-Up Type: On-site Verification Follow-Up Date: 11/14/2022

10/13/2022

10/13/2022

10/20/2022

Plan of Correction Verified on 11/8/2022

1/14/2022

11/14/2022

11/14/2022

3800.243 Content of Records

1. Requirements

3800.243.1. Personal information including:

- iii. The dated photograph of the child taken within the past year.

Description of Violation

In 1 of 2 child records reviewed, the record of Child B contained a photograph that was dated [REDACTED]. Another photograph of the child was not located in the record.

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

POC Submission**Accept**

- *The facilities current process of tracking and ensuring photographs are taken was reviewed with the Program Director, Compliance Caseworker and Director of Quality Assurance. A step was missing within the process due to the client being a transfer from another facility and already having a photograph within the electronic health record (EHR). A revision to the process will be for all clients arriving at the facility will have their photograph taken and uploaded into the EHR.*
- *The Unit Director will review this revised process on September 19, 2022 with the team members involved in the process of taking client photographs. The training will ensure the staff members understand their roles and responsibilities for taking photographs of each client upon intake into the program. They will also demonstrate proficiency in the process of taking photographs and uploading them to the child's electronic health record (EHR).*
- *The Unit Director will provide the training sign in sheet to the Compliance Caseworker and Director of Quality Assurance.*
- *The Unit Director and Program Director will audit all current children in the program to ensure that all necessary annual photographs are in the children's current in the EHR. They will also audit all new arrivals to ensure their photographs are within the EHR. These audits will occur during monthly clinical supervision in September, 2022, October 2022, and November 2022. The results of each audit will be emailed to the Compliance Caseworker and Director of Quality Assurance.*
- *The Unit Director is responsible for monitoring and ensuring compliance.*

Completion Date: 11/30/2022

POC Accepted 10/13/2022 [REDACTED]

POC Verified 11/8/2022 [REDACTED]