

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

October 16, 2023

[REDACTED], CEO
TREE OF LIFE PERSONAL CARE HOME
[REDACTED]
[REDACTED]

RE: TREE OF LIFE PERSONAL CARE
HOME
3101 GRANDVIEW ROAD
HANOVER, PA, 17331
LICENSE/COC#: 33879

Dear [REDACTED],

As a result of the Pennsylvania Department of Human Services, Bureau of Human Service Licensing review on 08/23/2023 of the above facility, we have determined that your submitted plan of correction is fully implemented. Continued compliance must be maintained.

Please note that you are required to post this Licensing Inspection Summary at your facility in a conspicuous location.

Sincerely,
[REDACTED]
[REDACTED]

cc: Pennsylvania Bureau of Human Service Licensing

Facility Information

Name: TREE OF LIFE PERSONAL CARE HOME License #: 33879 License Expiration: 05/08/2024
 Address: 3101 GRANDVIEW ROAD, HANOVER, PA 17331
 County: YORK Region: CENTRAL

Administrator

Name: [REDACTED] Phone: [REDACTED] Email: [REDACTED]

Legal Entity

Name: TREE OF LIFE PERSONAL CARE HOME
 Address: [REDACTED]

Certificate(s) of Occupancy

Type: I-2 Date: 02/23/2007 Issued By: Penn Township

Staffing Hours

Resident Support Staff: 0 Total Daily Staff: 17 Waking Staff: 13

Inspection Information

Type: Partial Notice: Unannounced BHA Docket #:
 Reason: Interim Exit Conference Date: 08/23/2023

Inspection Dates and Department Representative

08/23/2023 - On-Site: [REDACTED]

Resident Demographic Data as of Inspection Dates

General Information
 License Capacity: 41 Residents Served: 17
 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: 17
 Diagnosed with Mental Illness: 0 Diagnosed with Intellectual Disability: 0
 Have Mobility Need: 0 Have Physical Disability: 0

Inspections / Reviews

08/23/2023 Partial
 Lead Inspector: [REDACTED] Follow-Up Type: POC Submission Follow-Up Date: 09/04/2023

09/05/2023 - POC Submission
 Submitted By: [REDACTED] Date Submitted: 09/21/2023
 Reviewer: [REDACTED] Follow-Up Type: POC Submission Follow-Up Date: 09/12/2023

Inspections / Reviews (*continued*)

09/15/2023 POC Submission

Submitted By: [REDACTED]

Date Submitted: 09/21/2023

Reviewer: [REDACTED]

Follow Up Type: Document Submission Follow Up Date: 09/22/2023

10/16/2023 Document Submission

Submitted By: [REDACTED]

Date Submitted: 09/21/2023

Reviewer: [REDACTED]

Follow Up Type: Not Required

65a FS Orientation 1st Day

1. Requirements

2600.

65.a. Prior to or during the first work day, all direct care staff persons including ancillary staff persons, substitute personnel and volunteers shall have an orientation in general fire safety and emergency preparedness that includes the following:

Description of Violation

Staff Member A, hired [REDACTED], Staff Member B hired [REDACTED] Staff Member C hired [REDACTED] and Staff Member D hired [REDACTED] did not receive orientation training on the following topics:

1. Evacuation procedures
2. Staff duties & responsibilities - fire drills
3. Designated meeting place outside/interior fire safe area
4. Smoking safety procedures/ policy
5. Location & use of fire extinguishers
6. Smoke detectors & fire alarms
7. Telephone use and notification of emergency services

Plan of Correction**Directed ([REDACTED] - 09/14/2023)**

- HR manager was contacted on 8/23 to send all orientation information on staff members nA, B, C, and D. On 8/23 HR manager sent PowerPoint shared during orientation with new co-workers which included review of the topics in violation.
- Administrator requested a checklist of all items covered be created on 8/23.
- On 8/29 HR manager sent the Orientation checklists that reflected all information covered in orientation for new hires on the date of their orientation and form includes dates of signatures for staff member and supervisor.
- Staff member B, C, and D signed checklist on 8/30/23 for orientations on: Staff member B (8/2/23) Staff member C (7/10/23) Staff Member D (6/19/23)
- Staff member A signed on 9/2/23 for orientation that occurred on 7/17/23
- HR manager will ensure that all new co-worker's checklists are done at completion of orientation and are completed in their entirety and will scan/upload documents in a timely manner. Building administrator will conduct monthly audits of co-worker files to assure documents are completed and filed appropriately.

(Directed)

- HR manager was contacted on 8/23/23 to send all orientation information on staff members A, B, C, and D. On 8/23/23 HR manager sent PowerPoint shared during orientation with new co-workers which included review of the topics in violation.
- The Administrator requested a checklist of all items covered be created on 8/23/23.
- On 8/29, the HR manager sent the Orientation checklists that reflected all information covered in orientation for new hires on the date of their orientation and form includes dates of signatures for the staff member and supervisor.
- Staff member B, C, and D signed checklist on 8/30/23 for orientations: Staff member B (8/2/23) Staff member C (7/10/23) Staff Member D (6/19/23). Staff member A signed on 9/2/23 for orientation that occurred on 7/17/23.
- Starting 10/2/23, the HR manager will ensure that all new staff members checklists are done at completion of orientation in their entirety and will scan/upload checklists within one week of completion.
- Starting 10/2/23, the building administrator will conduct monthly audits of staff records to ensure trainings are completed and documentation filed appropriately and kept in the home.

65a - FS Orientation 1st Day (continued)

Directed Completion Date: 10/02/2023

Implemented () - 10/02/2023

65b - Rights/Abuse 40 Hours

2. Requirements

2600.

65.b. Within 40 scheduled working hours, direct care staff persons, ancillary staff persons, substitute personnel and volunteers shall have an orientation that includes the following:

Description of Violation

Staff Member A, hired (), Staff Member B hired (), Staff Member C hired () and Staff Member D hired () did not receive Rights/Abuse 40 Hours training on the following topics:

3. Mandatory reporting of abuse – OAPSA
4. Reporting reportable incidents and conditions

Plan of Correction

Directed () - 09/14/2023

- PCHA contacted HR manager on 8/23/23 to send orientation information staff members A,B,C, and D that included topics mandatory reporting of abuse and reporting reportable incidents and conditions.
- Administrator requested a checklist of all items covered be created on 8/28/23.
- On 8/31/23 HR manager sent the Orientation checklists that reflected all information covered in orientation for new hires on the date of their orientation and form includes dates of signatures for staff member and HR manager.
- Staff member B, C, and D signed checklist on 8/31/23 for orientations on: Staff member B (8/2/23) Staff member C (7/10/23) and Staff member D (6/19/23)
- Staff Member A signed on 9/2/23 for orientation that occurred on 7/17/23.
- HR manager will ensure that all new co-worker's checklists are done at completion of orientation and are completed in their entirety and will scan/upload documents in a timely manner. PCHA will conduct monthly audits of co-worker files to assure documents are completed and filed appropriately.

(Directed)

- PCHA contacted the HR manager on 8/23/23 to request orientation information for staff members A, B, C, and D that included topics, mandatory reporting of abuse and reporting reportable incidents and conditions.
- The Administrator requested a checklist of all items covered, to be created on 8/28/23.
- On 8/31/23, the HR manager sent the Orientation checklists that reflected all information covered in orientation for new hires on the date of their orientation; the form includes dates of signatures for staff members and HR manager.
- Staff members B, C, and D signed the checklist on 8/31/23 for the Rights/Abuse 40 Hours Training, for the following dates: Staff member B (8/2/23) Staff member C (7/10/23) and Staff member D (6/19/23). Staff Member A signed checklist on 9/2/23 for training that occurred on 7/17/23.
- Starting 10/2/23, the HR manager will ensure that all new staff members checklists are done at completion of orientation and are completed in their entirety and will scan/upload documents within one week of completion.
Starting 10/2/23, the PCHA will conduct monthly audits of staff records to ensure trainings are completed and documentation filed appropriately and kept in the home.

Directed Completion Date: 10/02/2023

65b - Rights/Abuse 40 Hours (continued)

Implemented () - 10/13/2023)

65c - Ancillary Staff Orientation

3. Requirements

2600.

65.c. Ancillary staff persons shall have a general orientation to their specific job functions as it relates to their position prior to working in that capacity.

Description of Violation

Staff Member A, hired (), Staff Member B hired (), Staff Member C hired () and Staff Member D hired () did not have a general orientation to their specific job functions.

Plan of Correction

Directed () - 09/14/2023)

- PCHA contacted HR manager for dates of general orientation to staff members job functions for their position on 8/28/23.
- Staff Supervisor was instructed to create job skills checklist for position that captured the topics covered in the general orientation on 8/24/23.
- Staff Supervisor will review general orientation of job functions with staff A, B, C, and D and have all staff sign job skills checklist by 9/15/23
- All incoming staff members after 9/15/23 will complete job skills checklist with Staff supervisor or PHCA upon completing orientation with HR manager.
- Staff supervisor or PCHA will forward the completed checklist to HR manager in a timely manner.
- PHCA or Staff Supervisor will conduct monthly audits of files to ensure compliance.

(Directed)

- PCHA contacted HR manager for dates of general orientation to staff members job functions for their position on 8/28/23.
- Staff Supervisor was instructed to create job skills checklist for position that captured the topics covered in the general orientation on 8/24/23.
- Staff Supervisor will review general orientation of job functions with staff A, B, C, and D and have all staff sign job skills checklist by 9/15/23.
- All incoming staff members after 9/15/23 will complete job skills checklist with Staff supervisor or PHCA upon completing orientation with HR manager.
- Starting 9/15/23, the Staff supervisor or PCHA will forward the completed checklist to HR manager within one week of completion.
- Starting 10/2/23, the PHCA or Staff Supervisor will conduct monthly audits of staff records to ensure Training has been completed.

Directed Completion Date: 10/02/2023

Implemented () - 10/13/2023)

132a - Monthly Fire Drill

4. Requirements

132a - Monthly Fire Drill (continued)

2600.

132.a. An unannounced fire drill shall be held at least once a month.

Description of Violation

An unannounced fire drill was not held during the month of July 2023.

Plan of Correction

Accept () - 09/14/2023)

- On 8/23 Administrator reviewed regulation with Facility manager that an unannounced drill shall be held every month.
- On 9/11/23 PCHA and facilities manager completed monthly fire drill schedule for 1 year
- Facility manager will maintain records of all completed drills and submit to PCHA administrator monthly for filing.

Licensee's Proposed Overall Completion Date: 09/11/2023

Implemented () - 10/02/2023)

190a - Completion Medication Course

5. Requirements

2600.

190.a. A staff person who has successfully completed a Department-approved medications administration course that includes the passing of the Department's performance-based competency test within the past 2 years may administer oral; topical; eye, nose and ear drop prescription medications and epinephrine injections for insect bites or other allergies.

Description of Violation

Staff Member C, who has not successfully completed the Department-approved medications administration course, administered medications to Residents. Resident 1 was administered the following medications by Staff Member C:

On [redacted] at [redacted], [redacted] tablet by month. DX: [redacted],

Unspecified.

On [redacted] at [redacted], [redacted]. DX: [redacted],

On [redacted] at [redacted], [redacted]. DX: [redacted],

Unspecified

Plan of Correction

Accept () - 09/14/2023)

- PHCA had Staff member C stop distributing medications on 8/23/23
- On 8/23/23 PHCA reviewed all current med tech records to assure all certifications were up to date which they were.
- Starting 8/24/23 moving forward PHCA will review all new certifications to ensure they are current and not expired before forwarding to HR manager for filing.

Licensee's Proposed Overall Completion Date: 09/11/2023

Implemented () - 10/13/2023)