

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

October 2, 2024

[REDACTED]  
WOODS SERVICES, INC.

[REDACTED]  
ATTN DAWN SHAFFER  
[REDACTED]

RE: BEECHWOOD CENTER 4  
586 BEECHWOOD CIRCLE  
LANGHORNE, PA, 19047  
LICENSE/COC#: 12966

[REDACTED],

As a result of the Pennsylvania Department of Human Services, Bureau of Human Service Licensing review on 08/08/2024 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]

cc: Pennsylvania Bureau of Human Service Licensing

**Facility Information**

Name: BEECHWOOD CENTER 4 License #: 12966 License Expiration: 11/01/2024  
Address: 586 BEECHWOOD CIRCLE, LANGHORNE, PA 19047  
County: BUCKS Region: SOUTHEAST

**Administrator**

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

**Legal Entity**

Name: WOODS SERVICES, INC.  
Address: [REDACTED]  
Phone: [REDACTED] Email: [REDACTED]

**Certificate(s) of Occupancy**

Type: Other Date: 08/29/1984 Issued By: Middletown Township

**Staffing Hours**

Resident Support Staff: 0 Total Daily Staff: 8 Waking Staff: 6

**Inspection Information**

Type: Partial Notice: Unannounced BHA Docket #:  
Reason: Complaint, Incident Exit Conference Date: 08/08/2024

**Inspection Dates and Department Representative**

08/08/2024 - On-Site: [REDACTED]

**Resident Demographic Data as of Inspection Dates**

General Information			
License Capacity: 8	Residents Served: 8		
Secured Dementia Care Unit			
In Home: No	Area:	Capacity:	Residents Served:
Hospice			
Current Residents: 0			
Number of Residents Who:			
Receive Supplemental Security Income: 6	Are 60 Years of Age or Older: 4		
Diagnosed with Mental Illness: 0	Diagnosed with Intellectual Disability: 0		
Have Mobility Need: 0	Have Physical Disability: 0		

**Inspections / Reviews**

08/08/2024 - Partial  
Lead Inspector: [REDACTED] Follow-Up Type: POC Submission Follow-Up Date: 08/31/2024

Inspections / Reviews *(continued)*

09/10/2024 - POC Submission

Submitted By: [REDACTED]

Date Submitted: 09/30/2024

Reviewer: [REDACTED]

Follow-Up Type: Document Submission Follow-Up Date: 10/01/2024

10/02/2024 - Document Submission

Submitted By: [REDACTED]

Date Submitted: 09/30/2024

Reviewer: [REDACTED]

Follow-Up Type: Not Required

20b1 - Financial Records

1. Requirements

2600.

20.b. If the home provides assistance with financial management or holds resident funds, the following requirements apply:

- 1. The home shall keep a record of financial transactions with the resident, including the dates, amounts of deposits, amounts of withdrawals and the current balance.

Description of Violation

The home manages finances for several residents in the home. Resident funds are held in separate accounts for each resident and funds are withdrawn from the residents main account by the administrator of the home for residents to then have cash on hand for personal needs/spending. This is done by a requisition form that is completed by the administrator, who then receives a check written out in the name of that administrator, who then signs for receipt of the check, cashes it at their bank, then brings the cash to the resident in the home for the resident to keep on hand or in the homes locked safe onsite.

The following 19 check withdrawals were made by Staff person A, however, there is no record of cash being received by the residents after the checks were cashed, and there are no receipts for individual transactions/withdrawals for the cash to account for how the money was spent for each resident. It is unclear if the following residents received the cash from these withdrawals. There is also no record to indicate that each of the following residents requested the withdrawals to be made by Staff person A in the first place.

For Resident [redacted]

- On [redacted] was cashed from residents account; no receipts provided.
- On [redacted] was cashed from residents account; no receipts provided.
- On [redacted] was cashed from residents account; no receipts provided.
- On [redacted] was cashed from residents account; no receipts provided.
- On [redacted] was cashed from residents account; no receipts provided.

For Resident [redacted]:

- On [redacted] was cashed from residents account; no receipts provided.
- On [redacted] was cashed from residents account; no receipts provided.
- On [redacted] was cashed from residents account; no receipts provided.
- On [redacted] was cashed from residents account; no receipts provided.

For Resident [redacted]

- On [redacted] was cashed from residents account; no receipts provided.
- On [redacted] was cashed from residents account; no receipts provided.
- On [redacted] was cashed from residents account; no receipts provided.
- On [redacted] was cashed from residents account; no receipts provided.
- On [redacted] was cashed from residents account; no receipts provided.

For Resident [redacted]

- On [redacted] was cashed from residents account; no receipts provided.

For Resident [redacted]

- On [redacted] was cashed from residents account; no receipts provided.
- On [redacted] was cashed from residents account; no receipts provided.
- On [redacted] was cashed from residents account; no receipts provided.

20b1 - Financial Records (continued)

- On [REDACTED] was cashed from residents account; no receipts provided.

Repeat Violation Date: 4/4/24.

Plan of Correction

Accept [REDACTED] 09/10/2024)

An updated system has been devised that requires participant signatures for any requests for funds starting 9/19/24 and implemented by the Director of Community Residences. An additional signature will be required once the funds have been received by the participant. Starting 9/19/24. Staff person A's employment was terminated on 07/24/2024.

Middletown (Bucks County) Police Department notified and is conducting an internal investigation to determine if criminal charges should be filed.

In addition, the funds were returned to each participant on the date of discovery and deposited back into their bank accounts. Due dates have been established for quarterly financial accountings/audits (15th of each quarter end) increasing oversight and accountability of the PCHAs starting 9/19/24 and monitored by the Director of Community Residences.

Director of Community Residences will audit 5% of participant's ledgers each month ensuring all receipts match up with withdrawals starting 9/19/24.

Licensee's Proposed Overall Completion Date: 09/19/2024

Implemented [REDACTED] - 10/02/2024)

20b8 - Quarterly Account

2. Requirements

2600.

20.b. If the home provides assistance with financial management or holds resident funds, the following requirements apply:

- The home shall give the resident and the resident's designated person, an itemized account of financial transactions made on the resident's behalf on a quarterly basis.

Description of Violation

Residents [REDACTED] and [REDACTED] have not received a quarterly account of financial transactions since April 2024.

Plan of Correction

Accept [REDACTED] 09/10/2024)

Due dates have been established for quarterly financial accountings/audits increasing oversight and accountability of the PCHAs starting 9/19/24. Administrative Support Specialist will disseminate to participants and or designated family members once complete.

Licensee's Proposed Overall Completion Date: 09/19/2024

Implemented [REDACTED] - 10/02/2024)

42b - Abuse

3. Requirements

2600.

42b - Abuse (continued)

42.b. A resident may not be neglected, intimidated, physically or verbally abused, mistreated, subjected to corporal punishment or disciplined in any way.

Description of Violation

On [redacted], four check requisition forms for [redacted] each were filled out by Staff Member A on behalf of Resident [redacted] Resident [redacted], Resident [redacted] and Resident [redacted]. The requisition requests indicate that the money was requested for the resident's personal needs/spending money. On [redacted], Staff Member B approved all four requisition requests. On [redacted], the accounting department signed off on the checks to be issued in the home's responsible person's name (Staff Member A) so that the checks could be cashed and the money disbursed to Resident [redacted] and [redacted]. On [redacted], Staff Member A had called out of work; however, they arrived at the main office and obtained the four [redacted] checks requested for Residents [redacted] and [redacted]. Staff Member A signed for the checks with the main office and cashed them at the bank [redacted]. Staff Member A did not return back to the home to disburse the funds to Residents [redacted] or [redacted]. Staff Member A did not show up for their scheduled shifts on [redacted] and [redacted] before being terminated by the home due to job abandonment on [redacted].

Additionally, following Staff Member A's termination, the home began to reconcile resident funds for the last several months that Staff Member A worked as the administrator. The home does not have any record of transactions following multiple check disbursements for Residents [redacted] in months of March, April, May, and July of 2024. All checks were requisitioned, signed for, and cashed by Staff Member A. The following is the total amounts that are unaccounted for.

Resident [redacted]: [redacted]

Resident [redacted]: [redacted]

Resident [redacted]: [redacted]

For Resident [redacted]: [redacted]

For Resident [redacted]: [redacted]

Plan of Correction

Accept [redacted] - 09/10/2024)

Middletown Police Department (Bucks County) were notified of this incident on 08/01/2024 by Interim Executive Director. A formal investigation is currently still underway to determine if criminal charges will be filed. The designated person and or participant was notified of these accounting errors and all money was returned to each respective participant on the date of discovery. A new PCHA has been assigned to the home to increase oversight of daily operations in the interim while a full time is candidate is vetted and hired.

Licensee's Proposed Overall Completion Date: 09/19/2024

Implemented [redacted] - 10/02/2024)