



**PALA Meeting with DPW
September 1, 2009
Member Q & A**

Regulation: General Process

Topic: Corrections during an inspection

Question: What is the DPW policy if a provider corrects a violation during an inspection. Will a violation be recorded if it is corrected during the inspection?

RESPONSE: All violations, including a violation that is corrected during an inspection, will appear on the home's Violation Report, as the violation did in fact occur. The home is expected to provide an acceptable Plan of Correction to ensure that the violation does not occur again in the future.

Regulation: General Process

Topic: Licensing Representatives' training

Question: What measures does DPW have in place to ensure consistent surveyor interpretation of regulations when they are surveying facilities?

RESPONSE: Licensing inspectors have the following qualifications: a) a bachelor's degree, b) two years of professional experience in a public or private human services or healthcare agency or facility serving the needs of elderly and/or adult individuals with a disability and c) 12 semester hours of college level courses in the social or behavioral sciences.

Licensing inspectors receive extensive training. All new licensing inspectors receive over 100 hours of regulatory training within their first 6 months of employment; all other licensing inspectors receive 45 training hours annually.

The Licensing Measurement Instrument (LMI) is specifically designed to provide the Department's staff persons with guidance on how to measure compliance with the personal care home regulations.

The Department's Adult Residential Licensing Director of Operations provides annual field oversight with each inspector to conduct quality assurance reviews and monitoring.

Regulation: § 2600.16(c)

Topic: Reportable incidents and conditions

Question: What is the rationale for having a written incident report submitted to the DPW within 24 hours including weekends and holidays versus the next business day?

RESPONSE: The Adult Residential Licensing Program is staffed and operated 24 hours a day, 7 days a week, just as personal care homes.

Regulation: § 2600.190(a)

Topic: Medication administration training

Question: Can a staff person who has completed and passed the Department's medication administration course crush pills for a resident?

RESPONSE: No, staff members may not crush pills, as they are neither trained nor qualified to do so.

Regulation: General

Topic: Medication packaging

Question: Who is permitted to blister pack a non-self medicating resident's 90 day supply of mail order purchased medication?

RESPONSE: Only a licensed pharmacist is permitted to package medicines.

Regulation: § 2600.51, 52

Topic: Criminal history checks

Question: Is a criminal history background check that was completed for an employee before DPW required use of the E-Patch system valid?

RESPONSE: Yes, as long as the criminal history background check was completed on a Pennsylvania State Police (PSP) form.

Regulation: § 2600.64(c)

Topic: Administrator training and orientation

Question: Can an administrator use CPR and diabetic training each year towards their 24 hours of CEU's needed?

RESPONSE: No. An administrator may not take the same course in subsequent training years and count the training as annual training hours. Administrators can benefit from training in hundreds of different topics and many FREE Department-provided courses, rather than limit themselves to the same training topics year after year. DPW offers FREE training courses each year and the website list of approved courses includes many others.

Regulation: § 2600.25(d)

Topic: Resident-home contract

Question: Must a home use DPW's Rent Rebate Form Addendum C or can the home use their own language in the home's contract. *i.e.:* "The Home may not seek or accept in excess of 1/2 of any rent rebate monies received under the Senior Rent Rebate and Assistance Act by the resident who is an SSI recipient. The Resident will retain 100% of any rent rebate monies received."

RESPONSE: Personal care homes do not have to use DPW's Rent Rebate Form – Addendum C as long as the same language is used. Each personal care home must specify in the resident-home contract whether the personal care home intends to collect a portion of the rent rebate, and if so, the dollar amount or percentage to be collected, up to one-half, and the personal care home's intention for the use of the revenues collected. In addition, a statement signed by the resident, and the resident's designated person if applicable, outlining the

personal care home's policy regarding the collection of rent rebates is to be kept in the resident's record.

Regulation: § 2600.64(c), § 2600.67(d)

Topic: Administrator training and orientation; Training institution registration

Question: Must approved administrator training course certificates indicate the location as the Commonwealth of Pennsylvania?

RESPONSE: DPW-approved trainers that are listed on the “Personal Care Home Administrator Resource Directory” are aware of the fact that the following items must be included on the Certificate of Annual Administrator Training [in accordance with § 2600.67(d) (relating to training institution registration)]:

- Signature
- Date
- Participant’s name
- Name of the training institution
- Date of training
- Location of training (all would be in PA)
- Number of clock hours completed for each training topic

Nothing additional is required.