



pennsylvania
DEPARTMENT OF HUMAN SERVICES

JAN 03 2018

Mr. Todd Kline, Administrator
Clarion County Commissioners
214 South 7th Avenue, Suite B
Clarion, Pennsylvania 16214

RE: Clarion County Children and Youth
Services
Public Agency

License #414820

Dear Mr. Kline:

As a result of the Department of Human Services' (Western Office of Children, Youth and Families) licensing inspection on November 27-28, 2017 of the above agency, the violations with 55 Pa.Code Ch. 3130 and other supplementary program regulations specified on the enclosed Licensing Inspection Summary were found.

All violations specified on the enclosed Licensing Inspection Summary must be corrected by the dates specified on the Licensing Inspection Summary and continued compliance with 55 Pa.Code 3130 and other supplementary program regulations must be maintained.

Sincerely,

A handwritten signature in black ink that reads "Cathy A. Utz".

Cathy Utz
Deputy Secretary

Enclosure
Licensing Inspection Summary

**COUNTY CHILDREN AND YOUTH AGENCY
ANNUAL SURVEY AND EVALUATION SUMMARY**

NAME OF AGENCY/FACILITY: Clarion County Children and Youth Services				TELEPHONE: 814-226-9280	OCYF REGIONAL STAFF APPROVAL	DATE
ADDRESS: 214 South 7 th Avenue, Suite B, Clarion, PA 16214				COUNTY: Clarion	<i>John Zubryd</i> Program Representative: John Zubryd	12/20/17
INSPECTED BY: John Zubryd, Wendy Reed, Cynthia Gariepy, Mark Nuzzo, Nathan Humes				INSPECTION DATES: 11/27&11/28/2017	<i>Mary Lou Warchola</i> Supervisor: Mary Lou Warchola	12/20/17
INITIAL INSPECTION	RENEWAL INSPECTION	COMPLAINT	UNANNOUNCED INSPECTION	RANDOM SAMPLE	<i>Amber D. Kalp</i> Regional Director: Amber Kalp	12/20/17
	X					

The Department of Human Services, Western Regional Office of Children, Youth and Families conducted the annual licensing inspection of Clarion County Children and Youth Services (CCCYS) by means of a random sample record review, conversations with administrative, supervisory, and casework staff, internal policy/procedures review, and personnel record reviews. In addition, site visits were conducted to an agency resource/kinship resource home on 11/27/2017. The resource parents gave positive feedback about the agency.

The case sample was drawn from cases assigned to all program units and casework functions within the agency. 8 Child Protective Service (CPS) Intake records from a total of 154, 3 of 37 Placement records, 10 of 785 General Protective Services (GPS) Intake records which include the review of the 10 day supervisory logs. 12 of 12 new agency Resource Family Home records, 3 seasoned Resource Family Home records, 2 of 5 Adoption records, and 3 of 31 Ongoing/In-home Services records were reviewed. 5 of 5 personnel records of new employees as well as the training records for all staff were reviewed during the licensing inspection. In addition to program unit records, the Department reviewed the following Administrative items: Current organizational chart with caseload count for each person carrying cases and Multi-Disciplinary Team meeting minutes.

The Licensing Inspection Summary from last year's inspection was reviewed. The agency is now completing Risk Assessments however there is a citation concerning how they are being completed. This year there one GPS case that did not have the required 10 day supervisory reviews

Quality Service Review (QSR): Clarion County did not complete a QSR this year as they completed one last year.

The following chapters 3350, 3700, 3130, 3490, CPSL and Chapter 20 were reviewed during the annual licensing review. Based on violations with regard to chapters 3490 & 3130, the Department of Public Welfare, Office of Children, Youth and Families is issuing the following citations which require a plan of correction.

REGULATORY FINDINGS REQUIRING PLAN OF CORRECTION

1. 55 PA CODE CHAPTER	2. NON-COMPLIANCE AREA	3. CORRECTION REQUIRED	4. REQUIRED CORRECTION DATE	5. PROVIDERS PLAN OF CORRECTION OR RESPONSE	6. STATUS OF CORRECTION
3490.321(f)	2 of 8 CPS files reviewed did not cross reference the Intake Social History when completing the Risk Assessment and utilize the proper Risk Assessment Matrix rating. According to the case files on the 2 cases the agency's Social Histories documented family information that should have had the family member at a higher Risk rating.	The agency must submit a plan to the Department that the agency will ensure that when staff complete the Risk Assessments they will cross reference the intake social history and other relevant information to accurately rate the identified parties according to the Risk Assessment Matrix.	Immediately	Intake supervisors will ensure that all documents are crossed referenced at the time of the risk matrix being approved, to ensure that the appropriate risk levels are noted/ documented.	PLAN ACCEPTED
3490.55(d)(3)	In 2 of the 8 CPS files reviewed the agency did not interview the alleged perpetrator (AP) in a report of alleged abuse and unfounded the report as both of these reports allegedly happened out of state.	The agency must submit a plan to the Department that staff are fully trained and are knowledgeable in their obligation of investigating reports of alleged abuse when the abuse allegedly occurs out of state. The agency must ensure that all the required parties are given the opportunity to be interviewed.	Immediately	Require that all caseworkers re-take MOD 5 of the CPSL online training provided by CURE, which discusses this process.	PLAN ACCEPTED
3130.21(b) as per Bulletin 3490-05-01 (Act 160)	In 1 of the 15 resource home files reviewed one of the household members who turned 18 did not complete any of the required 3 clearances needed for persons over 18 years of age within 30 days of turning 18.	The agency must submit a plan to the Department to ensure that all household members in family resource homes immediately obtain the required clearances within 30 days of turning 18 years of age.	Immediately	A biological child tracking form has been created to ensure that appropriate clearances are obtained at the time the adult child (HHM) turns 18 years old.	PLAN ACCEPTED
3490.235(e)	In 1 of 10 GPS files reviewed there were no 10 calendar day supervisory reviews located in the case documentation.	The agency must submit a plan to the Department to ensure that 10 calendar day supervisory reviews are documented.	Immediately	Deputy Director & Program Specialist will meet weekly with Intake Supervisors to review intake caseloads and progress to disposition.	PLAN ACCEPTED
3490.232(c)	In one of 10 GPS files reviewed the response time was listed as 24 hours and the agency went to the home and was not able to make contact	The agency must submit a plan to the Department that ensures the response time is met on CPS/GPS referrals.	Immediately	The agency is re-evaluating the response times designated for referrals. In this case, the response could have been longer, however it has been past agency practice that all children under the age of 5 be seen w/in 24 hrs. Should a situation like this occur in the	PLAN ACCEPTED


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future where contact would need to be made over the weekend, the assigned m-call worker would be notified and advised to make additional attempts to see the family.

	and the next attempted contact was 3 days later.			
3350	In Compliance	None	None	None
3700	In Compliance	Non	None	None

Full Approval Recommended
Full Approval Recommended

THE LEGAL ENTITY REPRESENTATIVE MUST COMPLETE COLUMN 5, SIGN ON THE SIGNATURE LINE AT THE BOTTOM AND DATE ALL PAGES OF THIS DOCUMENT. RETURN THIS ENTIRE DOCUMENT WHEN COMPLETED TO YOUR REGIONAL OFFICE NO LATER THAN: DECEMBER 19, 2017

	Administrator
SIGNATURE OF LEGAL ENTITY REPRESENTATIVE	TITLE
12/15/17	814-226-9280
DATE	TELEPHONE NUMBER