



pennsylvania
DEPARTMENT OF HUMAN SERVICES

York County Commissioners
Administrative Center
28 East Market Street
York, PA 17401

JUL 05 2018

RE: York County CYS
100 West Market Street, Suite 402
York, PA 17401
License #: 315970

Dear York County Commissioners:

As a result of the Department of Human Services' annual licensing inspection on April 30, 2018 and May 1, 2018, of the above facility, the violations with 55 Pa. Code Ch. 3130 specified on the enclosed License Inspection Summary were found.

All violations specified on the enclosed License Inspection Summary must be corrected by the dates specified on the License Inspection Summary and continued compliance with 55 Pa. Code Ch. 3130 must be maintained.

Sincerely,

Cathy A. Utz
Deputy Secretary

Enclosure
Licensing Inspection Summary

LICENSING/APPROVAL/REGISTRATION INSPECTION SUMMARY

NAME OF AGENCY/FACILITY: York County Office of Children, Youth and Families				TELEPHONE: 717-846-8496	OCYF REGIONAL STAFF APPROVAL <i>Sally Lupini</i>	DATE 6/21/18
ADDRESS: 100 Market Street, York, PA 17401				COUNTY: York		
INSPECTED BY: Faith Blough, Megan Stover, Frank Adams, Cathy Gemberling, Tamm Cramer, Sally Lupini				INSPECTION DATE(S): 4/30/2018 and 5/1/2018	<i>Dennis A. Stett</i>	6/28/18
INITIAL INSPECTION	RENEWAL INSPECTION	COMPLAINT	UNANNOUNCED INSPECTION	RANDOM SAMPLE		
	X				<i>Sally Lupini</i>	6/28/18

The Department of Human Services, Central Region Office of Children, Youth and Families conducted an Annual Licensing Inspection of York County Office of Children, Youth and Families (YCCYF) on April 30, 2018 and May 1, 2018, for the licensing period extending from November 15, 2017 to November 15, 2018.

During the inspection, Departmental staff reviewed: 107 of 107 Staff Training Records, 13 of these staff were new hires and their entire file was reviewed, 20 of 4,627 General Protective Service Intake records (of which, 10 of the records reviewed were Screen Outs), 10 of 1,013 Child Protective Service Records, 10 of 865 In-Home Records, 10 of 408 Placement Records, 4 of 45 Adoption Records, 1 of 21 Interstate Compact Requests (outgoing) and 1 of 20 Interstate Compact Requests (incoming). YCCYF does not have any agency approved resource homes. The following areas of non-compliance were noted during this review:

1. 55 PA CODE CHAPTER	2. NON-COMPLIANCE AREA	3. CORRECTION REQUIRED	4. REQUIRED CORRECTION DATE	5. PROVIDER'S PLAN OF CORRECTION OR RESPONSE	6. STATUS OF CORRECTION
Chapter 3130 3130.21(b) Re: Safety Assessment and Management Process	In 1 out of 10 CPS files reviewed, the preliminary safety assessment identified a child as having no safety threats, but the child was listed as safe with a plan, and a safety plan was in place for [REDACTED]	The county agency executive officers shall ensure that the agency is operated in conformity with applicable Federal, State, and Local statutes, ordinances and regulations. The Safety Assessment and Management Process	Immediately, 5/01/2018, and ongoing.	Beginning immediately and ongoing, Supervisors will review all safety assessment worksheets prior to signing to assure worksheets are completed accurately and safety plans are developed only when a child is listed as unsafe and safety threats are identified. The CQI Training Department will continue ongoing semi-annual	<i>accepted</i> 6/21/18 <i>A. Lupini</i>

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		<p>requires that a safety threat be present for a safety plan to be developed resulting in a child being found to be safe with a plan.</p> <p>The county agency shall identify the staff position responsible to monitor and ensure compliance.</p>		<p>trainings on safety assessments with direct service caseworkers and supervisors.</p> <p>The CQI Department will assure compliance through random monthly reviews of case files.</p>	
<p>3130.21(b) Re: Safety Assessment and Management Process</p>	<p>In 1 out of 10 CPS files reviewed, a preliminary safety assessment was not completed within 72 hours of contact. The child was seen and taken into custody on [REDACTED] but the assessment was not completed until [REDACTED]</p>	<p>The Safety Assessment and Management Process requires a preliminary safety assessment to be completed within 72 hours of the agency's first face to face contact with the identified child and/or caregiver(s) of origin.</p> <p>The county agency shall identify the staff position responsible to monitor and ensure compliance.</p>	<p>Immediately, 5/01/2018, and ongoing.</p>	<p>The Referral and Ongoing Supervision logs will be updated by September 30, 2018 to include reminders of Safety Assessment time frames.</p> <p>Supervisors will use the Referral supervision logs, Ongoing supervision logs, and other various tracking sheets to assure safety assessment worksheets are completed as required per the time frames.</p> <p>The CQI Training Department will continue ongoing semi-annual trainings on safety assessments with direct service caseworkers and supervisors to assure knowledge of Safety Assessment Time Frames.</p> <p>New Casework staff will be trained on the safety assessment process and given information regarding the required time frames for safety assessments.</p>	<p>accepted 6/21/18 A. Dupont</p>

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				The CQI Department will assure compliance through random monthly reviews of case files.	
3130.21(b) Re: Safety Assessment and Management Process	In 1 out of 10 CPS files reviewed, the safety plan was not signed by the supervisor within 1 business day as required to confirm that the supervisor reviewed and approved the safety plan developed to ensure the safety of the child/children. The plan was completed on 11/21/17 but not approved and signed by the supervisor until 11/27/17. In 1 out of 10 GPS Intake files reviewed, the safety plan was completed on 1/25/18 but not signed by the caseworker or supervisor.	The Safety Assessment and Management Process requires a safety plan to be developed and signed by the Caseworker. The Supervisor must approve and sign the plan within 1 business day of the completion of the plan. The county agency shall identify the staff position responsible to monitor and ensure compliance.	Immediately, 5/01/2018, and ongoing.	Beginning immediately and ongoing, Caseworkers will provide all safety plans to supervisors immediately upon completion. Supervisors will assure signing of all safety plans within one day of its completion. By July 31, 2018, the CQI Training Department will update all supervisors and management staff on the guidelines and intervals for Safety Plans, including that all safety plans must be signed within 24 hours of completion. The CQI Department will assure compliance through random monthly reviews of case files.	accepted 6/21/18 A. Lupini
3130.21(b) Re: Safety Assessment and Management Process	In 1 out of 10 GPS Intake files reviewed, a preliminary safety assessment did not list a parent as a caregiver and the parent was not listed as not being seen on Section V of the worksheet.	The Safety Assessment and Management Process requires all caregivers in the home of origin be listed on safety assessments. If they are not seen, they must be listed on Section V of the safety assessment worksheet. The county agency shall identify the staff position responsible to monitor and ensure compliance.	Immediately, 5/01/2018, and ongoing.	Beginning immediately and ongoing, Supervisors will review all safety assessment worksheets prior to signing to assure worksheets accurately include all parents and caregivers on the correct sections of the assessment form. The CQI Training Department will continue semi-annual trainings on safety assessments with direct service staff and supervisors to include who is to be listed on the safety assessment worksheet.	accepted 6/21/18 A. Lupini

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				The CQI Department will assure compliance through random monthly reviews of case files.	
3130.21(b) Re: Safety Assessment and Management Process	<p>In 2 out of 10 CPS files reviewed, supervisor signatures indicating the supervisor's review and approval of the document were not completed timely on safety assessment worksheets.</p> <p>In 1 out of 10 In-Home files reviewed, the supervisor's signature was late on a Safety Assessment Worksheet. The assessment was completed and signed by the caseworker on 11/16/17, but was not signed by the supervisor until 3/2/18.</p>	<p>The Safety Assessment and Management Process requires supervisors to sign and date safety assessment worksheets no later than 10 days from the prescribed interval.</p> <p>The county agency shall identify the staff position responsible to monitor and ensure compliance.</p>	Immediately, 5/01/2018, and ongoing.	<p>Beginning immediately and ongoing, Supervisors will review all safety assessment worksheets and assure signatures are completed within the required time frames.</p> <p>The Referral and Ongoing Supervision logs will be updated by September 30, 2018 to include reminders regarding Safety Assessment. Supervisors will use the Referral supervision logs and Ongoing supervision logs, and other various tracking sheets to assure safety assessment worksheets are completed on time.</p> <p>The CQI Training Department will continue ongoing semi-annual trainings on safety assessments with direct service staff and supervisors to include time frames for signatures.</p> <p>The CQI Department will assure compliance through random monthly reviews of case files.</p>	<p>accepted 6/21/18 A. Lupani</p>
3490.55 (d-2)(e)	In 1 out of 10 CPS files reviewed, the alleged perpetrator was not provided the opportunity to be interviewed regarding the allegations.	The county agency, when conducting its investigation shall, if possible conduct an interview with those persons who are known to have or may reasonably be expected to have,	Immediately, 5/01/2018, and ongoing.	Beginning immediately and ongoing, Caseworkers will document all interviews in the case file, via structured case notes, emails or phone calls. All reasons for why interviews could not be completed will also be documented in the case	<p>accepted 6/21/18 A. Lupani</p>

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		<p>information relating to the incident of suspected child abuse, including, but not limited to the child's parents or other person responsible for the child's wellbeing. The county agency shall record in writing the facts obtained as a result of the interviews conducted.</p> <p>The county agency shall identify the staff position responsible to monitor and ensure compliance.</p>		<p>file.</p> <p>Supervisors will use the Referral supervision logs to assure all parties are interviewed as appropriate.</p> <p>The CQI Training Department will train all new staff regarding the regulations for who should be interviewed during an investigation.</p> <p>The CQI Training Department will work with staff to assure proper case documentation. Before August 1, 2018, the CQI Training Department will connect with the Child Welfare Resource Center to provide Case Documentation training to staff as needed.</p> <p>The CQI Department will assure compliance through random monthly reviews of case files.</p>	
3490.58 (a) (b)	In 1 out of 10 CPS files reviewed, the alleged perpetrator did not receive notification that ■ was under investigation and was not provided ■ rights related to the investigation.	<p>Except for the subject child, the county agency shall notify the subject who is about to be interviewed of the existence of the report and type of suspected abuse, the subject's rights, and right to legal counsel. Within 72 hours of interviewing the subject, the county agency shall notify the subject of these items in writing.</p> <p>The county agency shall identify the staff position</p>	Immediately, 5/01/2018, and ongoing.	<p>Beginning immediately, Caseworkers will document in the case file through structured case notes, emails, letters or phone contacts all reasons as to why notification was not given to an alleged perpetrator</p> <p>Supervisors will use Referral supervision logs to assure all alleged perpetrators receive notice of the investigation, or documentation is provided as to why notice was not given.</p> <p>The CQI Training Department will train all new staff regarding the</p>	<p><i>accepted</i> <i>6/21/18</i> <i>J. Dupire</i></p>

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		responsible to monitor and ensure compliance.		<p>regulations for who should be interviewed during an investigation.</p> <p>The CQI Training Department will work with staff to assure proper case documentation. Before August 1, 2018, the CQI Training Department will connect with the Child Welfare Resource Center to provide Case Documentation training to staff as needed.</p> <p>The CQI Department will assure compliance through random monthly reviews of case files.</p>	
3490.61	In 1 out of 10 GPS Intake files reviewed, supervisory reviews were not completed every 10 days as required.	<p>The county agency supervisor shall review each report of suspected child abuse which is under investigation on a regular and ongoing basis to ensure that the level of services are consistent with the level of risk to the child, to determine the safety of the child and the progress made toward reaching a status determination. The supervisor shall maintain a log of these reviews which at minimum shall include an entry at 10-calendar day intervals during the investigation period.</p> <p>The county agency shall identify the staff position</p>	Immediately, 5/01/2018, and ongoing.	<p>Beginning immediately, Caseworkers and Supervisors will assure that supervision is occurring every 10 days and that documentation of supervision is maintained in the case file.</p> <p>Supervisors will use the Referral supervision logs and Ongoing supervision logs, and other various tracking sheets to assure supervision is occurring every 10 days.</p> <p>Division Directors will assure during supervision with Supervisors that Casework staff are receiving supervision every 10 days.</p> <p>If a Supervisor is unable to complete supervision within 10 days, the Division Director will have supervision with the Caseworker.</p>	<p><i>Accepted</i> <i>6/21/18</i> <i>J. Dupont</i></p>


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		responsible to monitor and ensure compliance.		The CQI Department will assure compliance through random monthly reviews of case files.	
3130.61 (c)	In 1 out of 10 placement files, the record did not reflect that the parents were provided the opportunity to participate in the development of the Child Permanency Plan or the opportunity to review and sign the Child Permanency Plan upon completion.	<p>The service plan shall be signed by the county agency staff person responsible for the management of the case. The parent or legal guardian and the child, if 14 years or older, shall be given the opportunity to sign the service plan. The county shall inform the parent or guardian that signing the plan constitutes agreement with the service plan.</p> <p>The county agency shall identify the staff position responsible to monitor and ensure compliance.</p>	Immediately, 5/01/2018, and ongoing.	<p>Beginning immediately, Caseworkers will assure that all parties are invited to participate in the development of Child Permanency Plan goals. All invitations to participate will be documented in the case file.</p> <p>Caseworkers will assure that all parties receive a copy of the Child Permanency Plan and a signed copy is maintained in the case file.</p> <p>Beginning immediately, Caseworkers and Supervisors will utilize the Placement Checklist to assure compliance.</p> <p>By September 30, 2018, the Ongoing Supervision log will be updated to include reminders for compliance with Child Permanency Plans regulations.</p> <p>Supervisors will use the Ongoing supervision logs, and other various tracking sheets to assure completion of the Child Permanency Plan, to include invitation to participate and obtaining signatures.</p> <p>The CQI Department will assure compliance through random monthly reviews of case files.</p>	<p><i>Accepted</i> <i>6/21/18</i> <i>A. Dupin</i></p>

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3130.91(2) (i-iii)	In 1 out of 10 placement files reviewed, the child was placed on [REDACTED] but a medical consent was not signed by the parents.	<p>If the child is in the legal custody of the county agency: authorization of routine treatment must be given. The agency must obtain consent for non-routine medical treatment from the child's parent or they may obtain a court order authorizing this treatment if the child's parent refuses, or cannot be located to provide consent.</p> <p>The county agency shall identify the staff position responsible to monitor and ensure compliance.</p>	Immediately, 5/01/2018, and ongoing.	<p>Beginning immediately, Caseworkers will assure that there is a signed copy of the medical consent maintained in the file for all children in placement.</p> <p>Caseworkers and Supervisors will utilize the Placement Checklist to assure completion of the medical consent form.</p> <p>Supervisors will use the Ongoing supervision logs to assure medical consent forms have been obtained.</p> <p>The CQI Department will assure compliance through random monthly reviews of case files.</p>	<p><i>Accepted</i> <i>6/21/18</i> <i>A. Dupont</i></p>
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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: June 21, 2018.

	ADMINISTRATOR
SIGNATURE OF LEGAL ENTITY REPRESENTATIVE	TITLE
<p><i>6/20/18</i></p>	717-846-8496 ext 1185
DATE	TELEPHONE NUMBER