



pennsylvania
DEPARTMENT OF HUMAN SERVICES

Franklin County Commissioners
Commissioners Complex
19 North Main Street
Chambersburg, PA 17201

JAN 30 2019

RE: Franklin County CYS
Franklin County Human Services Building
425 Franklin Farm Lane
Chambersburg, PA 17202
License #: 312960

Dear Franklin County Commissioners:

As a result of the Department of Human Services' annual licensing inspection on November 29-30, 2018, and December 11, 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

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

NAME OF AGENCY/FACILITY: Franklin County Children and Youth Services				TELEPHONE: 717-263-1900	OCYF REGIONAL STAFF APPROVAL	DATE
ADDRESS: 425 Franklin Farm Lane, Chambersburg, PA 17201				COUNTY: Franklin	<i>Charles Blake</i> Program Representative:	<i>01/17/2019</i>
INSPECTED BY: Karla Blake, Frank Adams, Kip Cherry, Sally Lupini				INSPECTION DATES: 11/29, 30/2018 and 12/11/2018	Supervisor: <i>Kim Devlin</i>	<i>1/18/19</i>
INITIAL INSPECTION	RENEWAL INSPECTION	COMPLAINT	UNANNOUNCED INSPECTION	RANDOM SAMPLE	Regional Director: <i>Gabi Yel</i>	<i>1/24/19</i>
	X					

The Department of Human Services conducted an Annual Licensing Inspection of Franklin County Children and Youth Services for the licensing year extending from 03/01/2017 through 03/01/2018. This inspection took place on November 29, 30, 2018, and December 11, 2018, and occurred by means of a random sample record review, interviews with administrative, supervisory and casework staff, internal policy/procedures review, personnel record review and agency fiscal documentation review.

The case sample was drawn from cases assigned to all program units and casework functions within the agency. The following records were reviewed:

- 10 of 528 Child Protective Service records;
- 10 of 1564 General Protective Services Intake records;
- 10 of 927 General Protective Services Intake records that were screened out by the Agency;
- 10 of 108 Ongoing/In-home General Protective Services records;
- 11 of 176 Placement records, 1 of which was Shared Case Responsibility;
- 07 of 09 Kinship Foster Home records, 06 of which were homes approved during the licensing year;
- 03 of 12 Adoption records;
- 01 of 02 Interstate Compact on the Placement of Children records of which 01 was incoming and 00 was outgoing; and
- 38 Personnel records, 09 of which were new staff.

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 _____, the Department of Human Services, 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
3490.232 (c)	In 1 of 10 GPS Intake records reviewed the agency did not meet the	The county agency shall see the child immediately if emergency protective custody has been	The agency is required to come into	Caseworkers and Supervisors will receive refresher training with respect to meeting	Plan Accepted <i>KSB 1/17/2019</i>

	<p>assigned response time. The report was received on 04/07/2018, and assigned a 4-6 day response time. The child was not seen until [REDACTED]. There was also a lack of case documentation of the agency's efforts to locate the family members.</p>	<p>taken, is needed, or if it cannot be determined from the report whether or not emergency protective custody is needed. Otherwise the agency shall prioritize the response time for an assessment to assure that children who are most at risk receive an assessment first. Documentation of the efforts to locate/see the family members shall be maintained in the case record. A plan should be developed to assure that this mandate is being met. The plan should state the staff position/person that is responsible for the review and enforcement of this policy with staff.</p>	<p>compliance with this requirement immediately and ongoing.</p>	<p>assigned response times and proper documentation of all attempts and contacts made with the child and family. This will be completed by the Assistant Administrator and Program Specialist.</p> <p>Random QA file checks shall ensure continued compliance. This will be completed by the Program Specialist.</p> <p>The Assistant Administrator shall ensure that Supervisors are reviewing response times and case notes in a timely manner to meet regulations.</p> <p>CAPS will be utilized to assist the agency in meeting regulatory requirements and continued compliance.</p> <p>These actions were instituted on 12/03/18 and will be required on an on-going basis.</p>	<p>Plan Accepted KSB 1/17/2019 con't from previous page</p>
<p>3130.21 (b) Safety Assessment</p>	<p>In 1 of 10 GPS Intake records reviewed the identified child's last name was listed as "unknown" and a second child was documented on the Safety Assessment Worksheet, SAW, dated [REDACTED] and in the structured case notes but not listed as unseen on the SAW.</p>	<p>The 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 requires that children and caregivers are seen and safety assessments are completed and documented at specified intervals prior to case closure. A plan should be developed to assure that this mandate is being</p>	<p>The agency is required to come into compliance with this requirement immediately and ongoing.</p>	<p>Caseworkers and Supervisors will receive refresher training with respect to the required face to face contact and safety assessment regulatory requirements. This will be completed by the Assistant Administrator and Program Specialist.</p> <p>Random QA file checks shall ensure continued compliance. This will be completed by the Program Specialist. The Assistant Administrator</p>	<p>Plan Accepted KSB 1/17/2019</p>

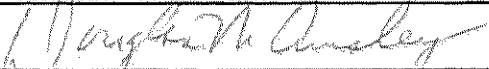
		met. The plan should state the staff position/person that is responsible for the review and enforcement of this policy with staff.		<p>shall ensure that Supervisors are reviewing safety assessment in a timely manner to meet regulations.</p> <p>CAPS will be utilized to assist the agency in meeting regulatory requirements and continued compliance.</p> <p>These actions were instituted on 12/03/18 and will be required on an on-going basis.</p>	<p>Plan Accepted KSB 1/17/2019 can't from previous page.</p>
3130.61 (c, d, e)	<p>In 1 of 10 In-Home records reviewed the father was not provided the opportunity to participate in the development of the Family Service Plan, was not provided the opportunity to sign the FSP, and was not provided a copy of the FSP dated 11/09/2018.</p> <p>In 1 of 10 In-Home records reviewed the father was not provided the opportunity to participate in the development of the FSPs, was not provided the opportunity to sign the FSPs, and was not provided a copy of the FSPs dated 05/30/2018, and 10/08/2018.</p> <p>In 1 of 10 In-Home records reviewed the child was not provided the opportunity to participate in the development of the FSP, was not provided the</p>	<p>The county agency shall provide family members, including the child, their representatives and service providers the opportunity to participate in the development and amendment of the service plan if the opportunity does not jeopardize the child's safety. The method by which these opportunities are provided shall be documented. The service plan shall be signed by the county agency staff person responsible for management of the case, the parent or legal guardian and the child, if 14 years of age or older, shall be given the opportunity to sign the service plan. The county agency shall inform the parent or guardian that signing the plan constitutes agreement with the plan. The county agency shall provide family members, their legal counsel, other representatives and agencies or facilities providing services to the child and family with a copy of the service plan, including service plan amendments and results of</p>	<p>The agency is required to come into compliance with this requirement immediately and ongoing.</p>	<p>Caseworkers and Supervisors will receive refresher training with respect to ensuring that all family members 14 years old and above have an opportunity to participate in the development of the FSP, review the FSP, and sign the FSP. In incidents where a participant is unresponsive, the caseworker and supervisor will ensure that attempts to meet with members are documented and a copy of the FSP is sent to the members with a request to review document and return the signature page. This will be completed by the Assistant Administrator and Program Specialist.</p> <p>Random QA file checks shall ensure continued compliance. This will be completed by the Program Specialist. The Assistant Administrator shall ensure that Supervisors are reviewing FSP's in a</p>	<p>Plan Accepted KSB 1/17/2019 can't from previous page.</p>

	<p>opportunity to sign the FSP, and was not provided a copy of the FSP dated 03/14/2018.</p> <p>In 1 of 10 In-Home records reviewed the children were not provided the opportunity to sign the Child Permanency Plans, CPPs, dated 02/22/2018, and 03/26/2018.</p> <p>In 1 of 10 Placement records reviewed the parent was not provided the opportunity to sign the CPP and she did not receive a copy of the CPP dated 07/17/2018.</p>	<p>reviews.</p> <p>The supervisor shall review each In-Home and Placement record as part of their review process to ensure that the required family members and representatives are given the opportunity to participate in the development of and to sign all Family Services Plan and Reviews. Additionally, the supervisor shall review each In-Home and Placement record as part of their monthly supervisory review process to ensure that all Family Service Plans and Reviews are distributed to family members, their legal counsel and other representatives as required. A plan should be developed to assure that this mandate is being met. The plan should state the staff position/person that is responsible for the review and enforcement of this policy with staff.</p>		<p>timely manner to meet regulations.</p> <p>CAPS will be utilized to assist the agency in meeting regulatory requirements and continued compliance.</p> <p>These actions were instituted on 12/03/18 and will be required on an on-going basis.</p>	<p>Plan Accepted <i>RSB 1/17/2019</i> <i>cont from previous page.</i></p>
3700.51 (a)	<p>In 1 of 10 Placement records reviewed the child did not receive an initial medical appraisal by a licensed physician within 60 days of the child's admission to placement. The child was placed on [REDACTED] and the child's initial medical appraisal was completed on [REDACTED]</p>	<p>The FFCA shall ensure that a child receives a medical appraisal by a licensed physician within 60 days of the child's admission to foster family care, unless the child has had an appraisal within the last 90 days and the results of the appraisals are available. A plan should be developed to assure that this mandate is being met. The plan should state the staff position/person that is responsible for the review and enforcement of this policy with</p>	<p>The agency is required to come into compliance with this requirement immediately and ongoing.</p>	<p>Caseworkers and Supervisors will receive refresher training with respect to the required timelines for medical appraisal regulatory requirements. This will be completed by the Assistant Administrator and Program Specialist.</p> <p>Random QA file checks shall ensure continued compliance. This will be completed by the Program Specialist.</p>	<p>Plan Accepted <i>RSB 1/17/2019</i></p>

		staff.		<p>The Assistant Administrator shall ensure that Supervisors are reviewing in a timely manner to meet regulations.</p> <p>CAPS will be utilized to assist the agency in meeting regulatory requirements and continued compliance.</p> <p>These actions were instituted on 12/03/18 and will be required on an on-going basis.</p>	<p>Plan Accepted KSB 1/17/2019 cont from previous page</p>
3700.51 (d)	<p>In 1 of 10 Placement records reviewed the child did not receive a dental appraisal by a licensed dentist within 60 days of admission into placement. The child was placed on [REDACTED] and he did not receive an initial dental appraisal until [REDACTED]</p>	<p>The FFCA shall ensure that a child, 3 years of age or older, receives a dental appraisal by a licensed dentist within 60 days of admission, unless the child has had an appraisal within the previous 6 months and the results of the appraisal are available. After the initial appraisal the FFCA shall ensure that dental examinations are given to children 3 years of age and older at least once every nine months of placement. A plan should be developed to assure that this mandate is being met. The plan should state the staff position/person that is responsible for the review and enforcement of this policy with staff.</p>	<p>The agency is required to come into compliance with this requirement immediately and ongoing.</p>	<p>Caseworkers and Supervisors will receive refresher training with respect to the required timelines for dental appraisal regulatory requirements. This will be completed by the Assistant Administrator and Program Specialist.</p> <p>Random QA file checks shall ensure continued compliance. This will be completed by the Program Specialist.</p> <p>The Assistant Administrator shall ensure that Supervisors are reviewing in a timely manner to meet regulations.</p> <p>CAPS will be utilized to assist the agency in meeting regulatory requirements and continued compliance.</p> <p>These actions were instituted on 12/03/18 and will be required on an on-going basis.</p>	<p>Plan Accepted KSB 1/17/2019</p>
3130.67 (b) (2) (i)	In 1 of 10 Placement records reviewed, the	The amendment to the service plan shall include, effective April	The agency is required to	Caseworkers and Supervisors will receive refresher training	<p>Plan Accepted KSB 1/17/2019</p>

	<p>Child's Permanency Plans dated [REDACTED] and 10/23/2018, did not include the name and address of the child's dental provider.</p>	<p>1, 1990, to the extent available and accessible, health and educational information on the child which includes the names and addresses of the child's health and educational providers. A plan should be developed to assure that this mandate is being met. The plan should state the staff position/person that is responsible for the review and enforcement of this policy with staff.</p>	<p>come into compliance with this requirement immediately and ongoing.</p>	<p>with respect to the required timelines for dental information on CPPI regulatory requirements. This will be completed by the Assistant Administrator and Program Specialist.</p> <p>Random QA file checks shall ensure continued compliance. This will be completed by the Program Specialist.</p> <p>The Assistant Administrator shall ensure that Supervisors are reviewing in a timely manner to meet regulations.</p> <p>CAPS will be utilized to assist the agency in meeting regulatory requirements and continued compliance.</p> <p>These actions were instituted on 12/03/18 and will be required on an on-going basis.</p>	<p>Plan Accepted KSB 1/17/2019 cont from previous page</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 TO YOUR REGIONAL OFFICE BY: January 15, 2019

	<p>Douglas N. Amsley</p>	<p>Children & Youth Administrator</p>
<p>SIGNATURE OF LEGAL ENTITY REPRESENTATIVE</p>		<p>TITLE</p>
<p>January 04, 2019</p>	<p>(717) 263-1900 Ext. 23286</p>	
<p>DATE</p>	<p>TELEPHONE NUMBER</p>	