Office of Health Care Assurance

State Licensing Section

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION

| Facility's Name: R.K.C. ARCH | CHAPTER 100.1 |
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| Address: 91-938 Hanakahi Street, Ewa Beach, Hawaii 96706 | Inspection Date: August 15, 2023 Annual |
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THIS PAGE MUST BE SUBMITTED WITH YOUR PLAN OF CORRECTION. IF IT IS NOT, YOUR PLAN OF CORRECTION WILL BE RETURNED TO YOU, UNREVIEWED.

YOUR PLAN OF CORRECTION MUST BE SUBMITTED WITHIN TEN (10) WORKING DAYS. IF IT IS NOT RECEIVED WITHIN TEN (10) DAYS, YOUR STATEMENT OF DEFICIENCIES WILL BE POSTED ONLINE, WITHOUT YOUR RESPONSE.

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|---|---|--------------------|
| \$11-100.1-3 Licensing. (b)(1)(I) Application. In order to obtain a license, the applicant shall apply to the director upon forms provided by the department and shall provide any information required by the department to demonstrate that the applicant and the ARCH or expanded ARCH have met all of the requirements of this chapter. The following shall accompany the application: Documented evidence stating that the licensee, primary care giver, family members living in the ARCH or | PART 1 DID YOU CORRECT THE DEFICIENCY? USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY PCG completed and result received on FieldPrint. | Date 12/07/2023 |
| expanded ARCH that have access to the ARCH or expanded ARCH, and substitute care givers have no prior felony or abuse convictions in a court of law; FINDINGS Primary Care Giver (PCG), Substitute Care Giver (SCG), Household Member (HM) — No current documented evidence stating aforementioned care givers have no prior felony or abuse convictions in a court of law (Fieldprint report). Please submit copies of Fieldprint results with your plan of correction as evidence of completion. | | |
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| | RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| \boxtimes | §11-100.1-3 <u>Licensing.</u> (b)(1)(I) Application. | PART 2 <u>FUTURE PLAN</u> | 12/07/2023 |
| | In order to obtain a license, the applicant shall apply to the director upon forms provided by the department and shall provide any information required by the department to demonstrate that the applicant and the ARCH or expanded ARCH have met all of the requirements of this chapter. The following shall accompany the application: Documented evidence stating that the licensee, primary care giver, family members living in the ARCH or expanded ARCH that have access to the ARCH or expanded ARCH, and substitute care givers have no prior felony or abuse convictions in a court of law; FINDINGS Primary Care Giver (PCG), Substitute Care Giver (SCG), Household Member (HM) — No current documented evidence stating aforementioned care givers have no prior felony or abuse convictions in a court of law (Fieldprint report). Please submit copies of Fieldprint results with your plan of correction as evidence of completion. | USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? In the future, I will review caregiver requirement every 3 month. I will use calendar to remind me to check. | |
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| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| \$11-100.1-9 Personnel, staffing and family requirements. (a) All individuals who either reside or provide care or services to residents in the Type I ARCH, shall have documented evidence that they have been examined by a physician prior to their first contact with the residents of the Type I ARCH, and thereafter shall be examined by a physician annually, to certify that they are free of infectious diseases. FINDINGS SCG – No current physical examination done by a physician or advanced practice register. I nurse (APRN). Please submit a copy of a physical exam with your plan of correction as evidence of completion. | PART 1 DID YOU CORRECT THE DEFICIENCY? USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY I got physical exam from SCG on August 15, 2023. | 12/07/2023 |
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| \$\frac{\text{\$\frac{11-100.1-9 Personnel, staffing and family requirements.}}{(a)}\$ All individuals who either reside or provide care or services to residents in the Type I ARCH, shall have documented evidence that they have been examined by a physician prior to their first contact with the residents of the Type I ARCH, and thereafter shall be examined by a physician annually, to certify that they are free of infectious diseases. FINDINGS SCG - No current physical examination done by a physician or advance; practice registered nurse (APRN). Please submit a copy of a physical exam with your plan of correction as evidence of completion. PART 2 | RULES (CRITERIA) | PLAN OF CORRECTION | Completion |
|---|---|---|--------------|
| (a) All individuals who either reside or provide care or services to residents in the Type I ARCH, shall have documented evidence that they have been examined by a physician prior to their first contact with the residents of the Type I ARCH, and thereafter shall be examined by a physician annually, to Solve the stress of the Type I ARCH, and thereafter shall be examined by a physician annually, to | | DAY OF C | Date |
| | \$11-100.1-9 Personnel, staffing and family requirements. (a) All individuals who either reside or provide care or services to residents in the Type I ARCH, shall have documented evidence that they have been examined by a physician prior to their first contact with the residents of the Type I ARCH, and thereafter shall be examined by a physician annually, to certify that they are free of infectious diseases. FINDINGS SCG – No current physical examination done by a physician or advanced practice registered nurse (APRN). Please submit a copy of a physical exam with your plan | PART 2 <u>FUTURE PLAN</u> USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT | Date 5/13/24 |

| All individuals who either reside or provide care or services to residents in the Type I ARCH shall have documented evidence of an initial and annual tuberculosis clearance. DID YOU CORRECT THE DEFICIENCY? USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY | RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|---|---|--|--------------------|
| HM - Initial 2-step Tuberculosis (TB) skin test tot available for review. Annual 1-step skin test dated 8/5/23. I got Step 1 and Step 2. | (b) All individuals who either reside or provide care or services to residents in the Type I ARCH shall have documented evidence of an initial and annual tuberculosis clearance. FINDINGS HM - Initial 2-step Tuberculosis (TB) skin test not available | DID YOU CORRECT THE DEFICIENCY? USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY | 12/07/2023 |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|--|---|--------------------|
| §11-100.1-9 Personnel, staffing and family requirements. (b) All individuals who either reside or provide care or services to residents in the Type I ARCH shall have documented evidence of an initial and annual tuberculosis clearance. FINDINGS HM - Initial 2-step Tuberculosis (TB) skin test not available for review. Annual 1-step skin test dated 8/5/23. | FUTURE PLAN USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? In the future, I will review all the requirement every 3 months and use the calendar to review every 3 months. | 12/07/2023 |

| | RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|-------------|--|---|--------------------|
| \boxtimes | §11-100.1-9 Personnel, staffing and family requirements. (e)(4) | PART 1 | 12/07/2023 |
| | The substitute care giver who provides coverage for a period less than four hours shall: | DID YOU CORRECT THE DEFICIENCY? | |
| | Be trained by the primary care giver to make prescribed medications available to residents and properly record such action. | USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY | |
| | FINDINGS SCG - PCG training available is not current to reflect training to administer medications via Jejunostomy (J-tube) tube. | Training done on October 10, 2023. PCG Training Form | |
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| | RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| | §11-100.1-9 Personnel, staffing and family requirements. (e)(4) | PART 2 | 5/13/2024 |
| | The substitute care giver who provides coverage for a period less than four hours shall: | <u>FUTURE PLAN</u> | |
| and the second s | Be trained by the primary care giver to make prescribed medications available to residents and properly record such action. | USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? | |
| | FINDINGS SCG - PCG training available is not current to reflect training to administer medications via Jejunostomy (J-tuJe) | A Reminder note will be posted on my well next to Activities to remind me | |
| | tube. | A Reminder note will be posted on my well next to Activities to remind me to train my caregion on any new specialized care for my residents. | |
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| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| \$11-100.1-10 Admission policies. (a) Type I ARCHs shall admit residents requiring care as stated in section 11-100.1-2. The level of care needed by the resident shall be determined and documented by that resident's physician or APRN prior to admission. Information as to each resident's level of care shall be obtained prior to a resident's admission to a Type I ARCH and shall be made available for review by the department, the resident, the resident's legal guardian, the resident's responsible placement agency, and others authorized by the resident to review it. FINDINGS Resident #1 – No level of care (LOC) assessment upon readmission on 1/26/23. On 7/25/23 LOC was determined as ARCH LOC, however Resident is bed-bound who requires total care with activities of daily living (ADL), continuous J-tube feeding, incontinent care, and repositioning and use of mitten restraints observed during inspection. | Correcting the deficiency after-the-fact is not practical/appropriate. For this deficiency, only a future plan is required. | |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|---|---|--------------------|
| §11-100.1-10 Admission policies. (a) Type I ARCHs shall admit residents requiring care as stated in section 11-100.1-2. The level of care needed by the resident shall be determined and documented by that resident's physician or APRN prior to admission. Information as to each resident's level of care shall be obtained prior to a resident's admission to a Type I ARCH and shall be made available for review by the department, the resident, the resident's legal guardian, the resident's responsible placement agency, and others authorized by the resident to review it. FINDINGS Resident #1 – No level of care (LOC) assessment upon readmission on 1/26/23. On 7/25/23 LOC was determined as ARCH LOC, however Resident is bed-bound who requires total care with activities of daily living (ADL), continuous J-tube feeding, incontinent care, and repositioning and use of mitten restraints observed during inspection. | FUTURE PLAN USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? In the future, I will put admission and readmission checklist on caregiver binder to remind me each time I admit and readmit residents | 12/07/2023 |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|--|---|--------------------|
| \$11-100.1-13 Nutrition. (I) Special diets shall be provided for residents only as ordered by their physician or APRN. Only those Type I ARCHs licensed to provide special diets may admit residents requiring such diets. FINDINGS Resident #1 — Physician order dated 7/25/23 for a "regular" diet. Since 1/5/23, resident has been NPO on Jejunostomy (J-Tube) tube feeding. | DID YOU CORRECT THE DEFICIENCY? USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY went to the doctor and had it corrected. | 12/07/2023 |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|--|--|--------------------|
| \$11-100.1-13 Nutrition. (I) Special diets shall be provided for residents only as ordered by their physician or APRN. Only those Type I ARCHs licensed to provide special diets may admit residents requiring such diets. FINDINGS Resident #I - Physician order dated 7/25/23 for a "regular" diet. Since 1/5/23, resident has been NPO on Jejunostomy (J-Tube) tube feeding. | FUTURE PLAN USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? As for receiving doctors order I will review them and go to the office right away and clarified orders that do not make sense. A reminder note will be placed on my calendar to help me remember. | 12/07/2023 |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| §11-100.1-14 Food sanitation. (b) All foods shall be stored in covered containers. FINDINGS Uncovered block of cheese found in facility refrigerator. | PART 1 DID YOU CORRECT THE DEFICIENCY? USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY Block of cheese was thrown away | 12/07/2023 |
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|---|--|---|--------------------|
| | §11-100.1-14 Food sanitation. (b) All foods shall be stored in covered containers. FINDINGS Uncovered block of cheese found in facility refrigerator. | PART 2 FUTURE PLAN USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? Next time food need to be sealed, sign would be put on my refrigerator door. | |
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| Salta-100.1-15 Medications, (e) All medications and supplements, such as vitamins, minerals, and formulas, shall be made available as ordered by a physician or APRN. FINDINGS Resident #1 - Medication list written by the PCG and signed by the physician for re-evaluation on 7/25/23 states all oral medications to be given by mouth. However, since 1/5/23, resident has been NPO and all oral medications changed to be given via J-tube. PART 1 DID YOU CORRECT THE DEFICIENCY? USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY Notified PCP and corrected right away. Notified PCP and corrected right away. Notified PCP and corrected right away. | RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| | All medications and supplements, such as vitamins, minerals, and formulas, shall be made available as ordered by a physician or APRN. FINDINGS Resident #1 – Medication list written by the PCG and signed by the physician for re-evaluation on 7/25/23 states all oral medications to be given by mouth. However, since 1/5/23, resident has been NPO and all oral medications changed to | DID YOU CORRECT THE DEFICIENCY? USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY | |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| §11-100.1-15 Medications. (e) All medications and supplements, such as vitamins, minerals, and formulas, shall be made available as ordered by a physician or APRN. | PART 2 <u>FUTURE PLAN</u> | 5/13/2024 |
| FINDINGS Resident #1 – Medication list written by the PCG and signed by the physician for re-evaluation on 7/25/23 states all oral medications to be given by mouth. However, since 1/5/23, resident has been NPO and all oral medications changed to be given via J-tube. | USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? In the future, I will ig & provide medication isot for PCP on review sign, I will review and update the medication that I made. I will review my medication that monthly and wal my calendar to help remined me. | |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|---|---|--------------------|
| §11-100.1-15 Medications. (e) All medications and supplements, such as vitamins, minerals, and formulas, shall be made available as ordered by a physician or APRN. FINDINGS Resident #1 - Physician order dated 3/7/23 and 6/20/23 for "Aluminum Sulfate-Calcium Acetate. Apply 1 packet every other day." Medication is not available in medication bin. PCG reports that medication was not received by pharmacy. No documentation of order being clarified to practitioner. | PART 1 DID YOU CORRECT THE DEFICIENCY? USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY I spoke to the wound clinic to remove/discontinue order after visit summary. | 12/07/2023 |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|--|---|--------------------|
| §11-100.1-15 Medications. (e) All medications and supplements, such as vitamins, minerals, and formulas, shall be made available as ordered by a physician or APRN. | PART 2 <u>FUTURE PLAN</u> LIGHTING ODACE TO EXPLAIN YOUR FUTURE | 5/13/2024 |
| Resident #1 - Physician order dated 3/7/23 and 6/20/23 for "Aluminum Sulfate-Calcium Acetate. Apply 1 packet every other day." Medication is not available in medication bin. PCG reports that medication was not received by pharmacy. No documentation of order being clarified to practitioner. | USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? Before leaving the doctor of juin, I will neview and clarify Am, and that do not make Sense. I will use a reminder note that will be an my regident's folder to neview all payer works began I leave the office, | |

| RULES (CRITERIA) PLAN OF CORRECTION | Completion Date |
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| ## SI1-100.1-15 Medications. (1) There shall be an acceptable procedure to separately secure medication or dispose of discontinued medications. ### FINDINGS Resident #1 - Bottle of Acetaminophen with pharmacy label instructions of "Acetaminophen 325mg tablet, Take 2 tab PO every 6 hours" still present in resident's medication bin. All oral medications routes have been change to be administered via J-tube effective 1/5/23. Aforementioned medication discontinued on 1/5/23 and now medication "Acetaminophen 160mg/5mL solution. 10mL via J-tube every 4 hours as needed for pain max dose 4 grams in 24 hours" ordered 1/5/23. ### FOR **DIPLY OUT CORRECT THE DEFICIENCY? ### USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY? ### Acetaminophen 325mg tablet, Take 2 tab PO every 6 hours" the destroy of the control of the control of the destroy of the control of the | 5/13/24 |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| §11-100.1-15 <u>Medications.</u> (I) There shall be an acceptable procedure to separately secure medication or dispose of discontinued medications. | PART 2 <u>FUTURE PLAN</u> | 5/13/24 |
| FINDINGS Resident #1 - Bottle of Acetaminophen with pharmacy label instructions of "Acetaminophen 325mg tablet, Take 2 tab PO every 6 hours" still present in resident's medication bin. All oral medications routes have been change to be administered via J-tube effective 1/5/23. Aforementioned medication discontinued on 1/5/23 and new medication "Acetaminophen 160mg/5mL solution. 10mL via J-tube every 4 hours as needed for pain max dose 4 grams in 24 hours" ordered 1/5/23. | USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? In the fortune, discontinued medication will be disposed on most away from other medication. I posted a sign am my med. Cabinit to dispose much that are discontinued. | |
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| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| §11-100.1-16 Personal care services. (h) A schedule of activities shall be developed and implemented by the primary care giver for each resident which includes personal services to be provided, activities and any special care needs identified. The plan of care shall be reviewed and updated as needed. FINDINGS Resident #1 - No Schedule of activities. | DID YOU CORRECT THE DEFICIENCY? USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY I updated my schedule of activities for Resident #1 | 5/13/24 |
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| | RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| \boxtimes | §11-100.1-16 Personal care services. (h) A schedule of activities shall be developed and implemented | PART 2 | 5/13/24 |
| | by the primary care giver for each resident which includes personal services to be provided, activities and any special | <u>FUTURE PLAN</u> | |
| | care needs identified. The plan of care shall be reviewed and updated as needed. | USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT | |
| | FINDINGS Resident #1 - No Schedule of activities. | | |
| | · | IT DOESN'T HAPPEN AGAIN? I will create a checklist to review on monthly basis and will include reviewing the schedule of activities. I will write in my calendar the bot 1st week of each month to review my ahead bist | |
| | | reviewing the schedule of activities. I will with in my calendar | |
| | | the list 1st week of each month to | |
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| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| \$11-100.1-16 Personal care services. (j) Resident(s) manifesting behaviors that may cause injury to self or others shall be assessed by a physician or APRN to determine least restrictive alternatives to physical restraint use, which may be used only in an emergency when necessary to protect the resident from injury to self or to others. If restraint use is determined to be required and ordered by the resident's physician or APRN, the resident and the resident's family, guardian or surrogate, and case manager shall be notified and a written consent obtained. The licensee shall maintain a written policy for restraint use outlining resident assessment processes, indications for use, monitoring and evaluation and training of licensee and substitute care givers. Renewal orders for restraint use shall be obtained on a weekly basis from the resident's physician or APRN based on the assessment, monitoring and evaluation data presented by the primary care giver. FINDINGS Resident #1 — Monthly progress notes in January 2023 had no documentation of resident's hospitalization r/t J-tube placement. In addition, there were not entries reporting tolerance to J-tube feeding, turning/repositioning, incontinent care, need for mitten restraints and max assist with ADLs. | Correcting the deficiency after-the-fact is not practical/appropriate. For this deficiency, only a future plan is required. | |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|--|--|--------------------|
| Resident(s) manifesting behaviors that may cause injury to self or others shall be assessed by a physician or APRN to determine least restrictive alternatives to physical restraint use, which may be used only in an emergency when necessary to protect the resident from injury to self or to others. If restraint use is determined to be required and ordered by the resident's physician or APRN, the resident and the resident's family, guardian or surrogate, and case manager shall be notified and a written consent obtained. The licensee shall maintain a written policy for restraint use on lining resident assessment processes, indications for use, monitoring and evaluation and training of licensee and substitute care givers. Renewal orders for restraint use shall be obtained on a weekly basis from the resident's physician or APRN based on the assessment, monitoring and evaluation data presented by the primary care giver. FINDINGS Resident #1 – Monthly progress notes in January 2023 had no documentation of resident's hospitalization r/t J-tube placement. In addition, there were not entries reporting tolerance to J-tube feeding, turning/repositioning, incontinent care, need for mitten restraints and max assist with ADLs. | USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? In the future, if there are any concerns regarding the resident safety a need for restraint assist, I will ask for an assesment from my case manager to determine for a need for restraint and the type of restraint needed. The case manager and I will discuss with the residence family or guardian to obtain consent. Once a consent is obtain, plan will be communicated to PCP and an order for restrain will be obtain. | 12/07/2023 |

| RULES (CRITERIA) PLAN OF CORRECTION Date | RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| Second Standard Reports Second Standard | The licensee or primary care giver shall maintain individual records for each resident. On admission, readmission, or transfer of a resident there shall be made available by the licensee or primary care giver for the department's review: Documentation of primary care giver's assessment of resident upon admission; FINDINGS Resident #1 – No documented evidence of a PCG | Correcting the deficiency after-the-fact is not practical/appropriate. For this deficiency, only a future | |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|---|---|--------------------|
| §11-100.1-17 Records and reports. (a)(1) The licensee or primary care giver shall maintain individual records for each resident. On admission, readmission, or transfer of a resident there shall be made available by the licensee or primary care giver for the department's review: Documentation of primary care giver's assessment of resident upon admission; FINDINGS Resident #1 – No documented evidence of a PCG assessment upon readmission on 11/2/22, and 1/26/23. | USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? In the future, I will put admission and readmission checklist on caregiver binder to remind me each time I admit ar. i readmit residents | 12/07/2023 |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|--|---|--------------------|
| §11-100.1-17 Records and reports. (b)(3) During residence, records shall include: Progress notes that shall be written on a monthly basis, or more often as appropriate, shall include observations of the resident's response to medication, treatments, diet, care plan, any changes in condition, indications of illness or injury, behavior patterns including the date, time, and any and all action taken. Documentation shall be completed immediately when any incident occurs; FINDINGS Resident #1 - Monthly progress notes in January 2023 had no documentation of resident's hospitalization related to J-tube placement. In addition, there were no entries from February - July 2023 reporting tolerance to J-tube feeding, turning/repositioning, incontinent care, need for mitten restraints and max assist with ADLs. | Correcting the deficiency after-the-fact is not practical/appropriate. For this deficiency, only a future plan is required. | |

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| §11-100.1-17 Records and reports. (b)(3) During residence, records shall include: Progress notes that shall be written on a monthly basis, or more often as appropriate, shall include observations of the resident's response to medication, treatments, diet, care plan, any changes in condition, indications of illness or injury, behavior patterns including the date, time, and any and all action taken. Documentation shall be completed immediately when any incident occurs; FINDINGS Resident #1 — Monthly progress notes in January 2023 had no documentation of resident's hospitalization related to J-tube placement. In addition, there were no entries from February — July 2023 reporting tolerance to J-tube feeding, turning/repositioning, incontinent care, need for mitten restraints and max assist with ADLs. | FUTURE PLAN USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? I can put on calendar monthly to document progress note resident #1 respond to diet and medication treatme Any changes in condition, illness, injury, and behavior patterns. | 12/07/2023 |
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| | RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| | RULES (CRITERIA) §11-100.1-17 Records and reports. (b)(4) During residence, records shall include: Entries describing treatments and services rendered;" FINDINGS Resident #1 – Physician order for "Aluminum Sulfate-Calcium Acetate packet" for wound care ordered on 3/7/23 and 6/20/23. No documented evidence that treatments are being provided. | Correcting the deficiency after-the-fact is not practical/appropriate. For this deficiency, only a future plan is required. | 1 - 1 |
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| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| §11-100.1-17 Records and reports. (b)(4) During residence, records shall include: | PART 2 | 5/13/24 |
| Entries describing treatments and services rendered;" | <u>FUTURE PLAN</u> | |
| FINDINGS Resident #1 — Physician order for "Aluminum Sulfate-Calcium Acetate packet" for wound care ordered on 3/7/23 and 6/20/23. No documented evidence that treatments are being provided. | USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? The treatment "Also minum sulpate - carloin to accept packet" was discontinued. It was accepted packet" was discontinued. It was accepted for 10 days February 16, 2023 However and accepted for 10 days February 16, 2023 However and accepted the working Affect the imperation Contracted the working Affect the imperation Contracted the working and the future. I will document an added in my monthly checklish to revise no orders begone leaving the agricia and charify anything that I don't understand the charify anything that I don't understand the profession what the doctor and I talked about. | |

| A SAVATOR OF THE SAVA | RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| | \$11-100.1-17 Records and reports. (b)(4) During residence, records shall include: Entries describing treatments and services rendered;" FINDINGS Resident #1 - Physician order for the following J-tube feedings: • 1/26/23 for "NPO. Fibersource HN tube feeding 600mL per day." • 5/8/23 for "Fibersource HN 1000mL daily with feed rate of 55" No documented evidence of J-tube feeding service being rendered. | Correcting the deficiency after-the-fact is not practical/appropriate. For this deficiency, only a future plan is required. | |
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| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|--|---|--------------------|
| §11-100.1-17 Records and reports. (b)(4) During residence, records shall include: | PART 2 | 12/07/2023 |
| Entries describing treatments and services rendered;" | <u>FUTURE PLAN</u> | |
| FINDINGS Resident #1 - Physician order for the following J-tube feedings: • 1/26/23 for "NPO. Fibersource HN tube feeding 600mL per day." • 5/8/23 for "Fibersource HN 1000mL daily with feed rate of 55" No documented evidence of J-tube feeding service being rendered. | USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? In the future, I will document any treatment I provide as order by the doctor or PCP. I will post a note in my calendar to remind me. | |
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| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|--|---|--------------------|
| \$11-100.1-17 Records and reports. (b)(4) During residence, records shall include: Entries describing treatments and services rendered;" FINDINGS Resident #1 – No entries describing reason for mitten restraint use, frequency of restraint being on, when restraint is removed, etc. | Correcting the deficiency after-the-fact is not practical/appropriate. For this deficiency, only a future plan is required. | |
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| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| §11-100.1-17 Records and reports. (b)(4) During residence, records shall include: | PART 2 | 12/07/2023 |
| Entries describing treatments and services rendered;" | <u>FUTURE PLAN</u> | |
| FINDINGS Resident #1 — No entries describing reason for mitten restraint use, frequency of restraint being on, when restraint is removed, etc. | USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? In the future, I will document any treatment I provide as | |
| , | order by the doctor or PCP. I will post a note in my calendar to remind me. | |
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| | RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|-------------|--|--|--------------------|
| \boxtimes | §11-100.1-17 Records and reports. (b)(5) During residence, records shall include: | PART 1 | 12/07/2023 |
| | Entries detailing all medications administered or made available; FINDINGS Resident #1 - Physician order for "Aluminum Sulfate-Calcium Acetate packet" for wound care ordered on 3/7/23 and 6/20/23. PCG reports, she has never given medication because she has not received it from pharmacy. No documentation of clarification received by physician. | USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY This treatment, "Aluminum Sulfate-Calcium Acetate packet" was discontinued. It was ordered for 10 days February 16, 2023. However ordered remained active on | |
| | | after visit summary. After the inspection contacted the wound center removed order. | |
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| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|---|--|-----------------|
| §11-100.1-17 Records and reports. (b)(5) During residence, records shall include: Entries detailing all medications administered or made available; FINDINGS Resident #1 - Physician order for "Aluminum Sulfate-Calcium Acetate packet" for wound care ordered on 3/7/23 and 6/20/23. PCG reports, she has never given medication because she has not received it from pharmacy. No documentation of clarification recaived by physician. | FUTURE PLAN USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? The medication trustment was only andred for 10 days but stayed in the after visit summary. In the fitting, I will review may monthly check list on the first week of the month to review doctor's order before leaving the office, and clavify mything I don't understand. I will write in my pregress notes what the doctor and I talked about. | 5/13/24 |

| \$11-100.1-17 Records and reports. (f)(4) General rules regarding records: All records shall be complete, accurate, current, and readily available for review by the department or responsible placement agency. FINDINGS Resident #1 – No Resident Emergency information sheet. DID YOU CORRECT THE DEFICIENCY? USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY Found emergency info sheet in another bag and file in residents binder. | RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|--|--|--|-----------------|
| | §11-100.1-17 Records and reports. (f)(4) General rules regarding records: All records shall be complete, accurate, current, and readily available for review by the department or responsible placement agency. FINDINGS | DID YOU CORRECT THE DEFICIENCY? USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY Found emergency info sheet in another bag and file in | |

| | RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|---|---|---|--------------------|
| , | §11-100.1-17 Records and reports. (f)(4) General rules regarding records: All records shall be complete, accurate, current, and readily available for review by the department or responsible placement agency. FINDINGS Resident #1 – No Resident Emergency information sheet. | FUTURE PLAN USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? I will put on my calendar to remind me every 3 months to make sure the emergency sheet is in the residents binde | 12/07/2023 |

| ************************************** | RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|--|---|---|-----------------|
| | §11-100.1-17 Records and reports. (h)(1) Miscellaneous records: A permanent general register shall be maintained to record all admissions and discharges of residents; FINDINGS | PART 1 | |
| | Permanent General Register not maintained with accurate dates of readmission and discharge from care home. Register was updated at time of inspection. | Correcting the deficiency after-the-fact is not practical/appropriate. For this deficiency, only a future plan is required. | |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| RULES (CRITERIA) §11-100.1-17 Records and reports. (h)(1) Miscellaneous records: A permanent general register shall be maintained to record all admissions and discharges of residents; FINDINGS Permanent General Register not maintained with accurate dates of readmission and discharge from care home. Register was updated at time of inspection. | PLAN OF CORRECTION PART 2 FUTURE PLAN USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? Nurse consultant provided retraining on how to use resident registered and a sample was given. I will put the sample in my care home binder to remind me how to fill out the form. | _ |
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| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|--|--|--------------------|
| \$11-100.1-19 Resident accounts. (a) The conditions under which the primary care giver agrees to be responsible for the resident's funds or property shall be explained to the resident and the resident's family, legal guardian, surrogate or representative and documented in the resident's file. All single transfers with a value in excess of one hundred dollars shall be supported by an agreement signed by the primary care giver and the resident and the resident's family, legal guardian, surrogate or representative. FINDINGS Resident #1 – No Resident Financial Statement. | DID YOU CORRECT THE DEFICIENCY? USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY Found it and it was put back in the binder. | 12/07/2023 |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| \$11-100.1-19 Resident accounts. (a) The conditions under which the primary care giver agrees to be responsible for the resident's funds or property shall be explained to the resident and the resident's family, legal guardian, surrogate or representative and documented in the resident's file. All single transfers with a value in excess of one hundred dollars shall be supported by an agreement signed by the primary care giver and the resident and the resident's family, legal guardian, surrogate or representative. FINDINGS Resident #1 – No Resident Financial Statement. | FUTURE PLAN USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? In the future to prevent residence paper work from being misplaced, I have transferred the documents from folder to a 3-ring binder so that paper are not loose. | 12/07/2023 |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| §11-100.1-21 Residents' and primary care givers' rights and responsibilities. (a)(2)(C) Residents' rights and responsibilities: Each resident shall: Be free from chemical and physical restraints and not be humiliated, harassed, or threatened. FINDINGS Resident #1 — Observed resident with bilateral mitten restraints during inspection. No physician order. | PART 1 DID YOU CORRECT THE DEFICIENCY? USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY On August 19, 2023, obtain PCP order for mitten order then mitten restraints was discontinued. | 12/07/2023 |
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| | RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|-------------|--|---|--------------------|
| \boxtimes | §11-100.1-21 Residents' and primary care givers' rights and responsibilities. (a)(2)(C) | PART 2 | 12/07/2023 |
| | Residents' rights and responsibilities: | <u>FUTURE PLAN</u> | |
| | Each resident shall: | USE THIS SPACE TO EXPLAIN YOUR FUTURE | |
| | Be free from chemical and physical restraints and not be humiliated, harassed, or threatened. | PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? | |
| , de | FINDINGS Resident #1 — Observed resident with bilateral mitten restraints curing inspection. No physician order. | In the future, if there are any concerns regarding the resident safety a need for restraint assist, I will ask for an assessment from my case manager to determine for a need for restraint and the type of restraint needed. The case manager and I will discuss with the residence family or guardian to obtain consent. Once a consent is obtain, plan will be communicated to PCP and an order for restrain will be obtain. | |
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| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| §11-100.1-21 Residents' and primary care givers' rights and responsibilities. (a)(2)(D) Residents' rights and responsibilities: | PART 1 DID YOU CORRECT THE DEFICIENCY? | 12/07/2023 |
| Residents' rights and responsibilities: Each resident shall: Physical restraints may only be used in an emergency when necessary to protect the resident from injury to self or to others. In such a situation the resident's physician or APRN shall be notified immediately to obtain an assessment for least restrictive alternatives to restraint use. If restraint use is determined to be necessary written orders shall be obtained from the resident's physician or APRN indicating the form of restraint to be used, the length of time restraint shall be applied, the frequency of use and the alternative care that can be provided to the resident. If a less restrictive alternative to restraint exists, it must be used in lieu of the restraint. The resident's family, legal guardian, surrogate or representative, and case manager shall be notified if no alternative to restraint exists and a written consent shall be obtained for restraint use. The restraint use shall be in compliance with the Type I ARCH's written policy, as approved by the department; FINDINGS Resident #1 — Observed resident with bilateral mitten restraints during inspection. No documented evidence of family, legal guardian, and case manager being notified of mitten use. | USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY Telephone call to family talk about restraints used verbal consent was obtain after infection. I spoke to the guardian and restrain was discontinued. Because restraints discontinued a written consent was not done. | |
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| | RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| \boxtimes | §11-100.1-21 Residents' and primary care givers' rights and responsibilities. (a)(2)(D) Residents' rights and responsibilities: | PART 2 <u>FUTURE PLAN</u> | 12/07/2023 |
| | Each resident shall: Physical restraints may only be used in an emergency when necessary to protect the resident from injury to self or to others. In such a situation the resident's physician or APRN shall be notified immediately to obtain an assessment for least restrictive alternatives to restraint use. If restraint use is determined to be necessary, written orders shall be obtained from the resident's physician or APRN indicating the form of restraint to be used, the length of time restraint shall be applied, the frequency of use and the alternative care that can be provided to the resident. If a less restrictive alternative to restraint exists, it must be used in lieu of the restraint. The resident's family, legal guardian, surrogate or representative, and case manager shall be notified if no alternative to restraint exists and a written consent shall be obtained for restraint use. The restraint use shall be in compliance with the Type I ARCH's written policy, as approved by the department; FINDINGS Resident #1 — Observed resident with bilateral mitten restraints during inspection. No documented evidence of family, legal guardian, and case manager being notified of mitten use. | USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? In the future, if there are any concerns regarding the resident safety a need for restraint assist, I will ask for an assessment from my case manager to determine for a need for restraint and the type of restraint needed. The case manager and I will discuss with the residence family or guardian to obtain consent. Once a consent is obtain, plan will be communicated to PCP and an order for restrain will be obtain. | |

| | RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| \boxtimes | §11-100.1-83 Personnel and staffing requirements. (1) In addition to the requirements in subchapter 2 and 3: | PART 1 | 12/07/2023 |
| | A registered nurse other than the licensee or primary care | DID YOU CORRECT THE DEFICIENCY? | |
| | giver shall train and monitor primary care givers and substitutes in providing daily personal and specialized care to residents as needed to implement their care plan; | USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY | |
| | FINDINGS Resident #1 — Based on the resident's care needs of maximum assistance with ADLs, continuous J-Tube feeding, medication administration via I-Tube feeding, J-tube site care and management, wound care management related to pressure ulcers, and turning/repositioning the resident did not have a registered nurse to train and monitor PCG and SCG(s) in providing daily personal and specialized care. | Obtain case managment | |
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| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
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| §11-100.1-83 Personnel and staffing requirements. (1) In addition to the requirements in subchapter 2 and 3: | PART 2 | 5/13/24 |
| In addition to the requirements in subchapter 2 and 3: A registered nurse other than the licensee or primary care giver shall train and monitor primary care givers and substitutes in providing daily personal and specialized care to residents as needed to implement their care plan; | FUTURE PLAN USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? Byou admitting my residents I will ASK for a doctor reservant of level of corn rif the resident is expanded level of care. I will talk to resident family and help them final a cost manager, and make gove that I am my scop recived training for residents consistent in here included in my admission checklist to help family get < M specifies where it is determined to be expanded than will be reviewed when I admit new residents readmit on if PCP changes Loc of resident. | |
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| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|--|--|--------------------|
| \$11-100.1-84 Admission requirements. (b)(2) Upon admission of a resident, the expanded ARCH licensee shall have the following information: Orders for diet, medication, specialized care, or activities signed by the physician; FINDINGS Resident #1 – Status post J-tube procedure done on 1/5/23 readmitted back to care home on 1/26/23. No physician order for J-tube site care, pressure ulcer wound care, and bilateral mitten restraint use (PCG report mitten restraints we.e obtained from the hospital). | DID YOU CORRECT THE DEFICIENCY? USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY J recises I am order on how to take care of Jtake site and present alone care. HD discontinued the restraints. | 5/13/2-4 |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|--|---|--------------------|
| \$11-100.1-84 Admission requirements. (b)(2) Upon admission of a resident, the expanded ARCH licensee shall have the following information: Orders for diet, medication, specialized care, or activities signed by the physician; FINDINGS Resident #1 – Status post J-tube procedure done on 1/5/23 readmitted back to care home on 1/26/23. No physician order for J-tube site care, pressure ulcer wound care, and bilateral mitten restraint use (PCG reports mitten restraints were obtained from the hospital). | PART 2 FUTURE PLAN USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? I will follow admission/readmission check list. Each time I admit/readmit a resident and will add the following to the check list for expanded obtain PCP order diet, medication, specialized care, or activities by the Physician for expanded residence. | _ |
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| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|--|---|-----------------|
| \$11-100.1-88 Case management qualifications and services. (a) Case management services shall be provided for each expanded ARCH resident to plan, locate, coordinate and monitor comprehensive services to meet the individual resident's needs based on a comprehensive assessment. Case management services shall be provided by a registered nurse who: FINDINGS Resident #1 - Based on resident's extensive care needs, the resident did not have an RN case management to plan, coordinate, and monitor comprehensive services that the resident requires. | PART 1 DID YOU CORRECT THE DEFICIENCY? USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY I have obtain an RN case management. | Date 12/07/2023 |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|--|---|-----------------|
| §11-100.1-88 Case management qualifications and services. (a) | PART 2 | 5/13/24 |
| Case management services shall be provided for each expanded ARCH resident to plan, locate, coordinate and | <u>FUTURE PLAN</u> | |
| monitor comprehensive services to meet the individual resident's needs based on a comprehensive assessment. Case management services shall be provided by a registered nurse | USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT | |
| who: | IT DOESN'T HAPPEN AGAIN? Before admitting my residents, I will Ask | |
| FINDINGS Resident #1 - Based on resident's extensive care needs, the | Before admiring of Level of come if the | |
| resident did not have an RN case management to plan, coordinate, and monitor comprehensive services that the resident requires. | For a doctor assessment of Level of care if the resident is expanded level of care. I will | |
| | talk to resident family and help than final a core manager and make sure that I | |
| | a cose manager and make sure that I and my sea recived training for resident | <i>‡</i> ; |
| | check hist to help family get eM Services | n |
| | when resident is determined to be exp | nded. |
| | admit new residents resolvent | |
| | check hist to help family get CM Services when resident is determined to be experted when resident is determined to be experted when I admit new residents, readmit on is PC, charges LOC of resident | |
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| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|--|--|--------------------|
| \$11-100.1-88 Case management qualifications and services. (c)(6) Case management services for each expanded ARCH resident shall be chosen by the resident, resident's family or surrogate in collaboration with the primary care giver and physician or APRN. The case manager shall: Coordinate care giver training, hospital discharge, respite, home transfers and other services as appropriate. Facilitate, advocate and mediate for expanded ARCH residents, care givers and service providers to ensure linkages and provision of quality care for the optimal function of the expanded ARCH resident; FINDINGS Resident #1 — The resident did not have a case manager to coordinate training based on resident's extensive needs for J-tube feeding, pressure ulcer wound care, maximum assistance with ADLs because is resident is bedbound: J-tube feeding. Signs and symptoms monitoring and management r/t to J-tube complications. Pressure ulcer management, monitoring and prevention. Mitten Restrain: use frequency, monitoring, etc. | DID YOU CORRECT THE DEFICIENCY? USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY I and My SCG's recieved training and Preof training Filed in binder | 5/13/24 |

| RULES (CRITERIA) | PLAN OF CORRECTION | Completion Date |
|---|---|--------------------|
| Signs and symptoms monitoring and management r/t to J-tube complications. | FUTURE PLAN USE THIS SPACE TO EXPLAIN YOUR FUTURE PLAN: WHAT WILL YOU DO TO ENSURE THAT IT DOESN'T HAPPEN AGAIN? Refore admitting my regidents t will Ask For a botton Assessment of Level of care if the resident is expanded level of care, t will talk to resident family and help them find a cose manager and make sure that I and my BCP recieve training for residents care. I have included in my admission checkful to help family get con Services when resident is deformined to be exper This will be reviewed when I admin new regidents of Re-admit on my PCP che toc of resident. Additionally t will add in my checkfunt to Agk CM FOR training. | Let I |

| Licensee's/Administrator's Signat | ture: |
|-----------------------------------|---------------------------|
| Print Na | ame: Josephine Fitzgerald |
| D | Date: Dec 8, 2023 |

| Licensee's/Administrator's Signature: | Gnz_ |
|---------------------------------------|----------------------|
| Print Name: | Jasephine Fitzgerald |
| Date: | 5/13/2024 |