



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
AGING AND LONG-TERM SUPPORT ADMINISTRATION
6639 Capitol Blvd SW, Floor 1, Tumwater, WA 98501

Hilltop Palace LLC
Hilltop Palace AFH
10401 Hill Ter Dr SW
Lakewood, WA 98498

RE: Hilltop Palace AFH # 755696

Dear Provider:

This document references Compliance Determination 45586 (Completion Date 08/21/2024).

The Department completed a full inspection of your Adult Family Home on 08/21/2024 and found that your home does not meet the Adult Family Home licensing requirements.

The department staff who did the inspection and provided consultation:

Andria Underwood, LTC Surveyor

A licensor may consult with a provider when a violation of the Washington Administrative Code (WAC) or Revised Code of Washington (RCW) is found, but it is not cited in the Statement of Deficiencies. Violations may not be cited when it is a first-time violation of statute or rule with minimal or no harm to residents. A consult does not require a follow-up visit.

Consultation:

WAC 388-76-10810 Fire extinguishers.

- (2) The home must ensure fire extinguishers are:
- (b) Inspected and serviced annually;

The Adult Family Home failed to keep 1 of 1 fire extinguisher serviced annually. Provider did not realize fire extinguisher needed to be serviced already and replaced fire extinguisher with new one within 48 hours of inspection. Provider sent receipt verification, consultation provided.

WAC 388-76-10320 Resident record Content. The adult family home must ensure that each resident record contains, at a minimum, the following information:

(10) A current inventory of the resident's personal belongings dated and signed by:

- (a) The resident; and
- (b) The adult family home.

The Adult Family Home failed to keep record of personal belongings inventory for 2 of 5 residents (Resident 1 and 3). Provider said they believed they had complete one for each resident but must have misplaced the documents. Provider completed new personal belongs inventory for Resident 1 and 3 within 24 hours of inspection and sent verification documents to Department, consultation provided.

WAC 388-76-10380 Negotiated care plan Timing of reviews and revisions. The adult family home must ensure that each resident's negotiated care plan is reviewed and revised as follows:

- (4) At least every twelve months.

The Adult Family Home failed to review negotiated care plan (NCP) for 2 of 5 residents (Resident 1 and 3) every 12 months. Provider did not realize NCP had to be updated every 12 months and said they would updated as soon as possible. Provider sent updated and signed NCP for Resident 1 and 3 within 48 hours on inspection, consultation provided.

WAC 388-76-10430 Medication system.

- (2) When providing medication assistance or medication administration for any resident, the home must ensure each resident:
 - (d) Receives medications as required.

The Adult Family Home failed to follow medication administration instructions for an as needed pain medication for Resident 1. Prescription instruction stated to give medication as needed every 8 hours, medication log revealed on on 08/10/2024 that this pain medication was give at 12:00 PM and 04:00 pm. Provider did not realize the prescription stated every 8 hours and would be sure to follow the instructions exactly going forward, consultation provided.

WAC 388-76-10198 Adult family home Personnel records. The adult family home must keep documents related to staff in a place readily accessible to authorized department staff. These documents must be available during the staff's employment, and for at least two years following employment. The

documents must include but are not limited to:

(2) Staff orientation and training records pertinent to duties, including, but not limited to:

(a) Training required by chapter 388-112A WAC, including as appropriate for each staff person, orientation, basic training or modified basic training, specialty training, nurse delegation core training, and continuing education;

The Adult Family Home failed to have 2 of 4 staff members (Provider and Caregiver 3) keep active food handlers card. Provider and Caregiver 3 did not realize their food handlers cards had recently expired. Provider and Caregiver 3 sent verification of active food handlers cards within 48 hours on inspection, consultation provided.

WAC 388-76-10165 Background checks Washington state name and date of birth background check Valid for two years National fingerprint background check Valid indefinitely.

(1) A Washington state name and date of birth background check is valid for two years from the initial date it is conducted. The adult family home must ensure:

(a) A new DSHS background authorization form is submitted to the department's background check central unit every two years for each individual listed in WAC 388-76-10161 ;

(b) There is a valid Washington state background check for all individuals listed in WAC 388-76-10161 .

The Adult Family Home failed to have 1 of 4 staff members (Provider) completed a WA state Background check every 2 years. Provider said they did not know they had to complete the background check every two years but would run a new background check. Provider sent verification of updated WA state background check showing no record, consultation provided.

You Must:

- Begin the process of correcting the deficiency or deficiencies immediately; and
- Complete correction as soon as possible.

You Are Not:

- Required to submit a plan-of-correction for the deficiency or deficiencies found.

The Department May:

- Inspect the home to determine if you have corrected all deficiencies.

You May:

- Ask for a informal dispute resolution meeting, according to the attached 'Informal Dispute Resolution' instructions; and
- Ask questions and provide written information to help clarify or dispute the deficiencies.

- Contact me for clarification of the deficiency or deficiencies found.

If You Have Any Questions:

- Please contact me at (360)746-4675.

Sincerely,

Clinton Fridley RN

Clinton Fridley, Field Manager

Region 3, Unit G

Residential Care Services

INFORMAL DISPUTE RESOLUTION [RCW 70.128]

You May:

Request an Informal Dispute Resolution (IDR) meeting within 10 working days after the date you receive this letter. You **must** use an '**IDR Request Form**' for **each** citation or enforcement you plan to dispute. You can find this form and directions on the IDR Adult Family Home web page at: <https://www.dshs.wa.gov/altsa/idr>

Provider Process for Choosing a Panel or Traditional IDR:

You may only choose a **Panel IDR** if you are disputing **three or fewer** citations or enforcement actions. You may choose a **Traditional IDR** regardless of the number of citations or enforcement actions you intend to dispute. If you choose a **Panel IDR**, all documents supporting your dispute must be submitted within **20 working days** after the date you receive this letter. For **Panel IDRs** the program will not consider any documents submitted after the **20 working day deadline**. For **Traditional IDRs** you should submit documents supporting your dispute at least **seven** days prior to the date of the IDR meeting.

Send your request and supporting documents to the address below or email to rcsidr@dshs.wa.gov:

Adult Family Home IDR Program

Residential Care Services

PO Box 45600

Olympia, WA 98504-5600