



**MAINE DEPARTMENT OF HEALTH AND HUMAN SERVICES LICENSING AND CERTIFICATION ASSISTED HOUSING**

STATEMENT OF DEFICIENCIES & PLAN OF CORRECTION <b>Biennial Survey</b>	Date Completed: 05/16/2023
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Name of Facility: The Lincoln Home Administrator: Lorrie Winslow Assisted Living Program. Census: 28      Total Capacity: 28 License Number: ALP1068	Address: 22 River Road Newcastle, ME 04553-3851
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<b>Summary Statement of Deficiencies</b>	<b>Plan of Correction</b>	<b>Completion Date</b>
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<p>The Lincoln Home, an Assisted Living Program, is not in compliance with the “Regulations Governing the Licensing and Functioning of Assisted Housing Programs: Assisted Living Programs, Part of 10-144, Chapter 113”.</p> <p>The following requirements were not met:</p> <p><b>Section 11</b></p> <p><b>Qualifications, Training and Responsibilities</b></p> <p><b>11.8 Employee records.</b> Individual employee records are required, and must contain the initial date of employment, date of birth, home address and telephone number, experience and qualifications, social security number, copy of current occupational license (if applicable), references and reference check information, job description, record of participation in in-service, orientation or other training programs, results of annual personnel evaluations, disciplinary actions, illness and injury records and date of and reason for termination. Records may be computerized.</p> <p>This has not been met as evidenced by:</p> <p>Based on record review and interview, two of four employee records failed to include results of annual personnel evaluations. (Employee #3 and Employee #4)</p> <p>Finding:</p>		
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<p>Surveyor reviewed Employee #3 and #4's record and both records did not include results of an annual personnel evaluation. The most recent personnel evaluation for both employees was dated 2018.</p> <p>This was confirmed with Human Resources staff on 5/16/2023 at approximately 12:45 p.m.</p> <p>The finding was reviewed with the Administrator, who participated by telephone, during the exit meeting at approximately 1:00 p.m. on 5/16/2023.</p>		