



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

STATEMENT OF DEFICIENCIES & PLAN OF CORRECTION Biennial Survey		Date Completed: 5/7/2025
Name of Facility: HILLTOP HOME Administrator: ALICIA HOLDSWORTH Level III Residential Care Facility. Census: 3 Total Capacity: 4 License Number: RCC2383	Address: 47 BEALS AVENUE ELLSWORTH, MAINE 04605	
Summary Statement of Deficiencies	Plan of Correction	Completion Date

HILLTOP HOME, Level III Residential Care Facility, is not in compliance with the Regulations Governing the Licensing and Functioning of Assisted Housing Programs: Level III Residential Care Facilities and Infection Prevention and Control, Part of 10-144, Chapter 113.

The following requirements were not met:

7.12 Medication/treatment administration records (MAR) for Medications administered by the residential care facility.

7.12.1 Individual medication/treatment administration records shall be maintained for each resident and shall include all treatments and medications ordered by the duly authorized licensed practitioner. The name of the medication, dosage, route and time to be given shall be recorded in the medication/treatment administration record. Documentation of the treatments ordered and time to be done shall be maintained in the same manner. These rules apply only to treatments ordered by licensed health care professionals. [Class III].

7.12.1 As of June 2025 all residents MARs have include all medications, treatments, and standing orders prescribed by a duly authorized licensed practitioner. On June 3rd, Site Manager recieved retraining by Services Director on adding all Ostanding orders to each resident's MAR. On June 3rd, all agency site managers were provided a training on specific MAR document needing to be used for when standing orders are administer. Please see attached Standing Order MAR used during agency training.

This has not been met as evidenced by:

Based on observation, record review and interview, the facility failed to ensure that all treatments ordered by a duly authorized licensed

on a monthly basis Site Manager will check that this is completed and document on Monthly Safety checklist that it was also submit to admin.

Signature of Administrator:
(Signature binding on all 3 page(s))

Alicia Holdsworth

Date: 6/3/25
+ 6/5/25

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practitioner were included on the Medication Administration Record (MAR) for 1 of 2 resident records reviewed (Resident #2).

Finding:

On 5/6/2025, Resident #2's duly authorized licensed practitioner standing orders were reviewed. The review of Resident #2's standing orders, dated 1/1/2025, from their duly authorized licensed practitioner revealed that the PRN (as needed) standing orders were not listed in the Resident's (MAR) for the months reviewed:

- April 2025
- May 2025

This finding was confirmed with the Home Manager and Director at the exit interview on 5/6/2025.

13 Resident and other Records

13.4 Record of personal property. The provider shall maintain a list of each resident's property including items of personal value.

This has not been met as evidenced by:

Based on observation, record review and interview, the facility failed to maintain a list of each resident's personal property including items of personal value in 1 of 2 records reviewed (Resident #2).

Finding:

On 5/6/2025, a review of Resident #2's record did not contain a personal property record.

13.4 On June 3, the home Site Manager was provided retraining on documenting all personal belongings items for each separate resident and where the documents will be kept for future needs. During the month of April and May, each resident's personal belongs charts were completed and/or updated as needed.

On a monthly bases Site Manager will check that this is completed and document that it was on agency Monthly Safety Checklist and submit the checklist to the admin. office. Quica Holman

Quica Holman 6/3/25 + 6/5/25

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This finding was confirmed with the Home Manager and Director at the exit interview on 5/6/2025.

Chris Green 6/3/25 + 6/5/25