

Report of an inspection of a Designated Centre for Disabilities (Adults)

Name of designated centre:	Bella Vista
Name of provider:	Sunbeam House Services Company Limited by Guarantee
Address of centre:	Wicklow
Type of inspection:	Announced
Date of inspection:	16 and 17 May 2018
Centre ID:	OSV-0001701
Fieldwork ID:	MON-0021599

About the designated centre

The following information has been submitted by the registered provider and describes the service they provide.

Bella Vista is a large community house located in a housing estate with a total of nine bedrooms. The centre provides residential supports for up to eight adults, both male and female, with low to moderate supports needs. The centre is intended to support residents to live as independently as possible. The current staffing compliment is made up of social care workers and care assistants with the staff team supervised by a Client Service Manager. The support provided to residents varies depending on individual needs and requirements. All residents are involved in a community based day programme.

The following information outlines some additional data on this centre.

Current registration end date:	16/08/2018
Number of residents on the date of inspection:	7

How we inspect

To prepare for this inspection the inspector or inspectors reviewed all information about this centre. This included any previous inspection findings, registration information, information submitted by the provider or person in charge and other unsolicited information since the last inspection.

As part of our inspection, where possible, we:

- speak with residents and the people who visit them to find out their experience of the service,
- talk with staff and management to find out how they plan, deliver and monitor the care and support services that are provided to people who live in the centre,
- observe practice and daily life to see if it reflects what people tell us,
- review documents to see if appropriate records are kept and that they reflect practice and what people tell us.

In order to summarise our inspection findings and to describe how well a service is doing, we group and report on the regulations under two dimensions of:

1. Capacity and capability of the service:

This section describes the leadership and management of the centre and how effective it is in ensuring that a good quality and safe service is being provided. It outlines how people who work in the centre are recruited and trained and whether there are appropriate systems and processes in place to underpin the safe delivery and oversight of the service.

2. Quality and safety of the service:

This section describes the care and support people receive and if it was of a good quality and ensured people were safe. It includes information about the care and supports available for people and the environment in which they live.

A full list of all regulations and the dimension they are reported under can be seen in Appendix 1.

This inspection was carried out during the following times:

Date	Times of Inspection	Inspector	Role
16 May 2018	10:00hrs to 18:00hrs	Conor Dennehy	Lead
17 May 2018	09:00hrs to 16:30hrs	Conor Dennehy	Lead

Views of people who use the service

The inspector met seven of the eight residents who lived in the centre at the time of this inspection. Residents who spoke with the inspector talked positively of the centre, the lives that they experienced and the support that was provided by staff. One resident did tell the inspector about a desire to move to another house but also indicated that they were happy with many parts of life in the centre.

Some of the residents informed the inspector of how they spent their day. For example, one resident spoke about enjoying drama and sports, another resident indicated that they enjoyed going out into the local community while others spoke about visiting their families. Three residents were also in employment and expressed pride and satisfaction with the work that they did. Residents spoke positively of the independence and level of choice that they had in their lives in the centre.

Seven residents also completed questionnaires describing their views of the centre they lived in. All questionnaires contained positive views with residents indicating that they were very happy with many aspects of their lives such as their activities, visitor arrangements, bedrooms, meals and the staff who supported them.

Residents were seen to be comfortable in the presence of staff members present and were observed engaging with staff in a positive and warm manner which resulted in a social atmosphere throughout the inspection.

Capacity and capability

Throughout this inspection the inspector observed and saw evidence that the independence of residents was encouraged and a supportive living environment was provided. The provider demonstrated the capacity to deliver good quality care in many of the areas reviewed. However, the governance systems in place, the remit of the person in charge and staffing arrangements required review to ensure that the quality and safety of the service was consistently provided.

The provider had systems in place for monitoring and evaluating the service provided such as six monthly unannounced visits. The most recent unannounced visit identified some of the areas of non-compliance found during this HIQA inspection. Evidence was seen that some of these issues had been acted upon appropriately by the provider to improve the service offered to residents.

However it was not consistently demonstrated that the provider had the capacity to act when areas for improvement were known to them. It was observed that while

some areas of non compliance identified during the previous HIQA inspection in May 2016 had been fully addressed, some areas of non-compliance had not. These included areas such as staff training, fire safety, personal plans and medicines management. This did not provide assurance that regulatory failings were consistently identified and addressed by provider's own management systems.

The provider has delegated responsibility for the centre to the person in charge. While the person in charge demonstrated a good knowledge of residents and their needs, at the time of this inspection they were responsible for three designated centres. It was not demonstrated that this was an effective management arrangement. For example, a number of non-compliances identified during this inspection related to the remit of the person in charge. For example, the opportunity for formal staff supervision were reduced given the person in charge's wide responsibilities.

The provider demonstrated good practice in relation to many aspects of staffing and resourcineg Staff members present during the inspection demonstrated a good understanding of residents, their needs and how to support them. Records reviewed indicated that staff were provided with training in a wide range of areas to ensure that residents' needs were met. It was noted though though that some staff were overdue refresher training in some areas while records indicated that some staff working in the centre had yet to receive safeguarding training.

A change in needs for some residents had required additional staff supports and the provider had taken steps to ensure that such staffing was provided. A core staff staff team was in place in the centre and to ensure additional staffing supports were provided to residents, the provider was using staff sourced from an external agency. While efforts were made to ensure that regular agency staff were employed in the centre, from reviewing rosters it was evident that a continuity of agency staff was not being provided. A continuity of staffing is important to ensure that relationships are not disrupted while ensuring that the care and support offered to residents is consistent.

In addition there were some occasions where sufficient numbers of staff and an appropriate skill mix of staff were not available to ensure the needs of residents were met. For example, since the beginning of 2018 there had been five instances where a resident had not been administered medicine as prescribed due to the absence of staff with relevant training. This indicated the the numbers of staff present in the centre with the right mix of skills and training needed to be reviewed.

Regulation 14: Persons in charge

At the time of this inspection, the person in charge was responsible for the oversight of a number of designated centres. This arrangement required review in order to ensure the effective governance, operational management and administration of this designated centre.

Judgment: Not compliant

Regulation 15: Staffing

While additional staff supports had been provided to meet residents' changing needs, there were instances where the numbers and skill mix of staff required review in order to ensure it was meeting the needs of residents. From reviewing rosters and talking to the person in charge it was apparent that a consistency of staff was not provided. A sample of staff files were reviewed which included all of the required information such as evidence of Garda vetting and two written references.

Judgment: Not compliant

Regulation 16: Training and staff development

Staff were provided with training in a wide range of areas such as fire safety and manual handling. However, from reviewing records some staff were overdue refresher training in safeguarding, medicines management, first aid and the use of rescue medicines. Arrangements were in place for staff to receive supervision but formal supervision was not taking place at frequent intervals.

Judgment: Substantially compliant

Regulation 19: Directory of residents

A directory of residents was in place which contained all of the information required by the regulations such as residents' particular and details of their next of kin.

Judgment: Compliant

Regulation 23: Governance and management

Since the previous HIQA inspection in May 2016, the provider had undertaken unannounced visits to the centre to review to the safety and quality of care provided to residents. Action plans had been put in place and evidence was seen that some issues identified during this unannounced visit had been acted upon to improve the

service provided. Annual reviews for 2016 and 2017 had also been conducted which included consultation with residents and their representatives. Audits were also carried out in areas such as medicines and health and safety. Despite such management systems, some areas of non-compliance which were known to the provider had not been effectively addressed.

Judgment: Not compliant

Regulation 24: Admissions and contract for the provision of services

A sample of contracts for the provision of services were reviewed which noted to have signed by residents and their representatives where appropriate. The contracts were observed to have been amended to reflect changes in the fees to be charged and were available in an easy read format. There had been no new admissions to the centre since the previous inspection.

Judgment: Compliant

Regulation 3: Statement of purpose

A statement of purpose was in place which contained all of the required information and accurately described the nature of the service provided.

Judgment: Compliant

Regulation 34: Complaints procedure

The complaints procedure was on display in the designated centre. Residents spoken to were aware of how make a compliant. Complaints were also discussed during resident meetings and processes were in place for recording complaints.

Judgment: Compliant

Quality and safety

The residents living in this designated centre were very independent and their

independence was actively supported. Residents were also treated in a respectful manner and they were consulted in the running of the centre. While arrangements had been made to provide for the needs of residents, some improvement was required to ensure that a timely assessment of need was carried out to reflect changes in circumstances. Medicines management practices in the centre continued to be an area of non-compliance.

Throughout the inspection, residents were observed to be treated in a positive and respectful manner. Residents choose how they spent their days and spoke positively of the lives they experienced. Residents were consulted about the running of the centre through regular house meetings. One resident did indicate that they wanted to move to another location. While this had not happened at the time of this inspection, the provider was actively listening to the views of the resident and was taking steps to provide for this.

Residents were facilitated and encouraged to retain control over their personal possessions while support was given to manage their finances. Encouragement and support was also given to residents to manage their own laundry if they wished to do so. Residents informed the inspector that they were involved in the buying of food for the centre and were also observed to be involved in the preparation and cooking of their meals.

Procedures were in place to ensure that residents living in the centre were protected from all forms of abuse and residents indicated that they felt safe in the centre. Throughout the inspection residents were observed to be comfortable and relaxed in the presence of staff present who also demonstrated a good understanding of how to respond to any safeguarding concerns. It was noted though that some staff members working in the centre had yet to receive safeguarding training while a clear plan was required for one resident to provide clear guidance on the management of their finances.

All residents had personal plans in place which outlined the supports to be provided to be them to meet their needs. The inspector reviewed a sample of these plans and found they provided some clear guidance on how to meet residents' needs. It was noted that some improvement was required in relation to the documentation contained in these personal plans to ensure that they contained accurate and clear information while some identified health care needs, such as weight loss, did not have plans in place to guide staff. The need for clear guidance was important given that continuity of staff was highlighted an area for improvement in this inspection.

While such personal plans had been informed by relevant assessments, some improvement was required to ensure that a timely assessment of need, by relevant health care professionals, was carried out to reflect changes in circumstances. For example, it was noted that one resident had undergone a significant change in both circumstances and needs during 2017. While the provider had made arrangements to provide additional support of this resident, such as increased staff support, an assessment of the resident and their living environment had not been carried out by an occupational therapist. Such assessments are important to identify the specific

heath, personal and social care needs of residents.

As at the previous inspection of this centre in May 2016, medicines systems continued to require improvement during this inspection. While appropriate storage facilities and stock taking arrangements were in place, a number of errors and inconsistencies were identified in a sample of administration records reviewed. For example, a discontinued medicine was recorded as being given after it had been stopped. It was also noted that residents were not being assessed to administer their own medicines and to be independent in this area.

The designated centre was provided with fire safety systems including a fire alarm system, emergency lighting and fire extinguishers to ensure the safety of residents who were aware of what to do in the event that the fire alarm was activated. However, the provision of fire safety continued to require review. For example, records seen indicated that the fire alarm system had only been serviced twice since the beginning of 2017 and not at quarterly intervals as required. An external evacuation route also required review to ensure residents could evacuate in a prompt manner if required.

Regulation 10: Communication

While staff members present were observed to have a good understanding of residents and how they communicated, it was noted that a communication book for one resident, as recommended by a speech and language therapist (SLT) in 2016, was not in place at the time of this inspection.

Judgment: Substantially compliant

Regulation 12: Personal possessions

Residents were supported to maintain control of their personal possessions. Each resident had their own bedroom with appropriate storage contained within them. Lists of residents' personal property were maintained and support was given to residents in the management of their finances. Residents were supported to manage their own laundry if they chose to do so.

Judgment: Compliant

Regulation 13: General welfare and development

Residents had access to facilities for recreation and activities while also being

encouraged to use their independence to avail of services and facilities in the local community such as shops and restaurants. Access to education, training and employment was encouraged if residents chose to engage in these.

Judgment: Compliant

Regulation 18: Food and nutrition

Appropriate arrangements were in place to store food. Residents informed the inspector that they were involved in buying food for the centre and were also involved in the preparation and cooking of their meals.

Judgment: Compliant

Regulation 20: Information for residents

A residents' guide was in place which contained all of the required information such as how to access HIQA inspection reports.

Judgment: Compliant

Regulation 26: Risk management procedures

A risk register was in place which contained assessments that had been reviewed within the previous 12 months. It was noted though that some adverse incidents had not resulted in relevant risk assessments being reviewed or new risk assessments being carried out.

Judgment: Substantially compliant

Regulation 28: Fire precautions

Fire safety systems were in place including a fire alarm system, emergency lighting and fire extinguishers. Records seen during inspection indicated that the fire alarm had only been serviced on two occasions since the beginning of 2017. Fire drills were being carried out at regular intervals including some drills at night time but as in the previous inspection in May 2016 it was noted that some residents' personal evacuation plans did not reflect fire drills. One fire drill carried out in April 2018 had

highlighted that an external gate, which was located on an evacuation route, required some effort to open. This had not been rectified at the time of this inspection.

Judgment: Substantially compliant

Regulation 29: Medicines and pharmaceutical services

Suitable secure storage facilities were available in the designated centre including facilities to store medicines that required refrigeration although daily temperature checks were not taking place for such medicine. A sample of prescription and administration records were maintained in the centre but some errors and inconsistencies were observed in a sample of administration reviewed including a discontinued medicine being recorded as being given after it had been stopped. Residents were not being assessed to administer their own medicines.

Judgment: Not compliant

Regulation 5: Individual assessment and personal plan

All residents had personal plans in place which outlined the support to be provided to them. The provider had made arrangements to meet the needs of residents living in the centre. While residents' personal plans were informed by assessments, it was noted that some assessments had not taken place to reflect changes in circumstances for some residents in a timely manner. The maintenance of personal plans required improvement. For example, it was observed that one resident's personal plan contained two different assessments from an SLT, both of which contained different recommendations. Personal plans were available in an accessible format if required and had the involvement of residents and their representatives where appropriate.

Judgment: Not compliant

Regulation 6: Health care

Support was provided to residents to experience the best possible health and where necessary, support was provided to attend medical appointments. Assessments by general practitioners were carried out on an annual basis where required.

Judgment: Compliant

Regulation 8: Protection

Residents indicated that they felt safe in the centre and were seen to be treated appropriately by staff present during the inspection who demonstrated a good understanding of what to do in the event that a safeguarding concern arose. Training records indicated that most staff had received safeguarding however two staff members were not listed as receiving any such training. Records were maintained of residents financial transactions but a clear plan was required to support one resident in the management of their finances given a change in circumstances.

Judgment: Substantially compliant

Regulation 9: Residents' rights

Throughout the inspection residents were observed to be treated in an respectful manner. Residents choose how they spent their days and spoke positively of the lives they experienced. House meetings took place at regular intervals where residents were consulted in relation to the running of the centre. At the time of this inspection one resident had indicated that they wanted to move to another location. Although this had yet to happen, the provider was actively taking steps to ensure that the resident's choice was respected.

Judgment: Compliant

Appendix 1 - Full list of regulations considered under each dimension

Regulation Title	Judgment
Capacity and capability	
Regulation 14: Persons in charge	Not compliant
Regulation 15: Staffing	Not compliant
Regulation 16: Training and staff development	Substantially
	compliant
Regulation 19: Directory of residents	Compliant
Regulation 23: Governance and management	Not compliant
Regulation 24: Admissions and contract for the provision of	Compliant
services	
Regulation 3: Statement of purpose	Compliant
Regulation 34: Complaints procedure	Compliant
Quality and safety	
Regulation 10: Communication	Substantially
	compliant
Regulation 12: Personal possessions	Compliant
Regulation 13: General welfare and development	Compliant
Regulation 18: Food and nutrition	Compliant
Regulation 20: Information for residents	Compliant
Regulation 26: Risk management procedures	Substantially
	compliant
Regulation 28: Fire precautions	Substantially
	compliant
Regulation 29: Medicines and pharmaceutical services	Not compliant
Regulation 5: Individual assessment and personal plan	Not compliant
Regulation 6: Health care	Compliant
Regulation 8: Protection	Substantially
	compliant
Regulation 9: Residents' rights	Compliant

Compliance Plan for Bella Vista OSV-0001701

Inspection ID: MON-0021599

Date of inspection: 16/05/2018 and 17/05/2018

Introduction and instruction

This document sets out the regulations where it has been assessed that the provider or person in charge are not compliant with the Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (Children And Adults) With Disabilities) Regulations 2013, Health Act 2007 (Registration of Designated Centres for Persons (Children and Adults with Disabilities) Regulations 2013 and the National Standards for Residential Services for Children and Adults with Disabilities.

This document is divided into two sections:

Section 1 is the compliance plan. It outlines which regulations the provider or person in charge must take action on to comply. In this section the provider or person in charge must consider the overall regulation when responding and not just the individual non compliances as listed section 2.

Section 2 is the list of all regulations where it has been assessed the provider or person in charge is not compliant. Each regulation is risk assessed as to the impact of the non-compliance on the safety, health and welfare of residents using the service.

A finding of:

- **Substantially compliant** A judgment of substantially compliant means that the provider or person in charge has generally met the requirements of the regulation but some action is required to be fully compliant. This finding will have a risk rating of yellow which is low risk.
- Not compliant A judgment of not compliant means the provider or person in charge has not complied with a regulation and considerable action is required to come into compliance. Continued non-compliance or where the non-compliance poses a significant risk to the safety, health and welfare of residents using the service will be risk rated red (high risk) and the inspector have identified the date by which the provider must comply. Where the non-compliance does not pose a risk to the safety, health and welfare of residents using the service it is risk rated orange (moderate risk) and the provider must take action within a reasonable timeframe to come into compliance.

Section 1

The provider and or the person in charge is required to set out what action they have taken or intend to take to comply with the regulation in order to bring the centre back into compliance. The plan should be **SMART** in nature. Specific to that regulation, **M**easurable so that they can monitor progress, **A**chievable and **R**ealistic, and **T**ime bound. The response must consider the details and risk rating of each regulation set out in section 2 when making the response. It is the provider's responsibility to ensure they implement the actions within the timeframe.

Compliance plan provider's response:

Regulation Heading	Judgment			
Regulation 14: Persons in charge	Not Compliant			
Outline how you are going to come into c charge:	compliance with Regulation 14: Persons in			
The organization have now recruited a D support the person in charge	Deputy Manager, working 20 hours per week to			
The support of the Deputy will enable the operational management of the center	e PIC to ensure effective governance and			
A waiting for candidate to be released fro	om current position within the organization			
Regulation 15: Staffing	Not Compliant			
Outline how you are going to come into o	compliance with Regulation 15: Staffing:			
The organization is currently recruiting additional staff for the center, to ensure there is enough staff to meet the changing needs of the clients.				
Regulation 16: Training and staff development	Substantially Compliant			
Outline how you are going to come into compliance with Regulation 16: Training and staff development:				
Staff training needs have been reviewed.	Some training has already taken place and a			

schedule has been put in place for all staff to attend training as required.

Regulation 23: Governance and management	Not Compliant			
Outline how you are going to some into a	compliance with Degulation 22. Covernance and			
management:	compliance with Regulation 23: Governance and			
The support of the Deputy will enable the operational management of the center	e PIC to ensure effective governance and			
Regulation 10: Communication	Substantially Compliant			
Outline how you are going to come into c	compliance with Regulation 10: Communication:			
The recommendation of a communication resident	book will be revisited and discussed with the			
Regulation 26: Risk management procedures	Substantially Compliant			
Outline how you are going to come into c	compliance with Regulation 26: Risk			
management procedures:				
The risk register is currently being review training around risk management. All sta awareness of risk management	red. The organization have put in place new ff will receive this training to upskill their			
]				
Regulation 28: Fire precautions	Substantially Compliant			
Outline how you are going to come into c	compliance with Regulation 28: Fire precautions			
The organization have entered in to a new contract with a provider to regularly service the fire equipment in the center.				
External gate has received attention to make opening easier, request to maintenance to				
replace the locking system with a more suitable system. Residents evacuation plans to be reviewed to reflect fire drills.				
Residents evacuation plans to be reviewe	d to reflect fire drills.			

Regulation 29: Medicines and pharmaceutical services	Not Compliant
Outline how you are going to come into c pharmaceutical services:	compliance with Regulation 29: Medicines and
System now in place to check daily temper	erature of fridge.
Residents have been asked if they would own medication. Work on going in this are	like to take responsibility for administering their rea
Regulation 5: Individual assessment and personal plan	Not Compliant
Outline how you are going to come into c assessment and personal plan:	ompliance with Regulation 5: Individual
Assessments have taken place with physic	o and OT, awaiting reports.
Out of date assessment from SLT has bee	en removed.
Regulation 8: Protection	Substantially Compliant
Outline how you are going to come into c	ompliance with Regulation 8: Protection:
All staff currently working in the location	have received safeguarding training.
Plan in place to support client to manage	their finances.

Section 2:

Regulations to be complied with

The provider or person in charge must consider the details and risk rating of the following regulations when completing the compliance plan in section 1. Where a regulation has been risk rated red (high risk) the inspector has set out the date by which the provider or person in charge must comply. Where a regulation has been risk rated yellow (low risk) or orange (moderate risk) the provider must include a date (DD Month YY) of when they will be compliant.

The registered provider or person in charge has failed to comply with the following regulation(s).

Regulation	Regulatory requirement	Judgment	Risk rating	Date to be complied with
Regulation 10(2)	The person in charge shall ensure that staff are aware of any particular or individual communication supports required by each resident as outlined in his or her personal plan.	Substantially Compliant	Yellow	30/08/2018
Regulation 14(4)	A person may be appointed as person in charge of more than one designated centre if the chief inspector is satisfied that he or she can ensure the effective governance, operational management and administration of the designated centres concerned.	Not Compliant	Orange	30/09/2018
Regulation 15(1)	The registered provider shall ensure that the	Not Compliant	Orange	

	number, qualifications and skill mix of staff is appropriate to the number and assessed needs of the residents, the statement of purpose and the size and layout of			30/10/2018
Regulation 15(3)	the designated centre. The registered provider shall ensure that residents receive continuity of care and support, particularly in circumstances where staff are employed on a less than full-time basis.	Substantially Compliant	Yellow	30/10/2018
Regulation 16(1)(a)	The person in charge shall ensure that staff have access to appropriate training, including refresher training, as part of a continuous professional development programme.	Substantially Compliant	Yellow	31/12/2018
Regulation 16(1)(b)	The person in charge shall ensure that staff are appropriately supervised.	Substantially Compliant	Yellow	30/10/2018
Regulation 23(1)(c)	The registered provider shall ensure that management systems are in place in the designated centre to ensure that the	Not Compliant	Orange	30/09/2018

	service provided is safe, appropriate to residents' needs, consistent and effectively monitored.			
Regulation 26(2)	The registered provider shall ensure that there are systems in place in the designated centre for the assessment, management and ongoing review of risk, including a system for responding to emergencies.	Substantially Compliant	Yellow	30/12/2018
Regulation 28(2)(b)(i)	The registered provider shall make adequate arrangements for maintaining of all fire equipment, means of escape, building fabric and building services.	Substantially Compliant	Yellow	30/08/2018
Regulation 28(3)(d)	The registered provider shall make adequate arrangements for evacuating, where necessary in the event of fire, all persons in the designated centre and bringing them to safe locations.	Substantially Compliant	Yellow	30/08/2018
Regulation 29(4)(b)	The person in charge shall ensure that the designated centre has appropriate and suitable practices relating to the ordering, receipt,	Not Compliant	Orange	30/08/2018

	prescribing, storing, disposal and administration of medicines to ensure that medicine which is prescribed is administered as prescribed to the resident for whom it is prescribed and to no other			
Regulation 29(5)	resident. The person in charge shall ensure that following a risk assessment and assessment of capacity, each resident is encouraged to take responsibility for his or her own medication, in accordance with his or her wishes and preferences and in line with his or her age and the nature of his or her disability.	Substantially Compliant	Yellow	01/09/2018
Regulation 05(1)(b)	The person in charge shall ensure that a comprehensive assessment, by an appropriate health care professional, of the health, personal and social care needs of each resident is carried out subsequently as required to reflect changes in need and circumstances, but no less frequently	Not Compliant	Orange	30/09/2018

	than on an annual basis.			
Regulation 05(4)(a)	The person in charge shall, no later than 28 days after the resident is admitted to the designated centre, prepare a personal plan for the resident which reflects the resident's needs, as assessed in accordance with paragraph (1).	Substantially Compliant	Yellow	20/08/2018
Regulation 08(2)	The registered provider shall protect residents from all forms of abuse.	Substantially Compliant	Yellow	30/07/2018
Regulation 08(7)	The person in charge shall ensure that all staff receive appropriate training in relation to safeguarding residents and the prevention, detection and response to abuse.	Substantially Compliant	Yellow	30/07/2018