

Division of Licensing and Protection

HC 2 South, 280 State Drive

Waterbury, VT 05671-2060

<http://www.dail.vermont.gov>

Survey and Certification Voice/TTY (802) 241-0480

Survey and Certification Fax (802) 241-0343

Survey and Certification Reporting Line: (888) 700-5330

To Report Adult Abuse: (800) 564-1612

December 19, 2019

Ms. Dawn Taylor, Manager
Valley Vista
23 Upper Plain
Bradford, VT 05033-9016

Dear Ms. Taylor:

Enclosed is a copy of your acceptable plans of correction for the survey conducted on **November 19, 2019**. Please post this document in a prominent place in your facility.

We may follow-up to verify that substantial compliance has been achieved and maintained. If we find that your facility has failed to achieve or maintain substantial compliance, remedies may be imposed.

Sincerely,



Pamela M. Cota, RN
Licensing Chief

Division of Licensing and Protection

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: 0540	(X2) MULTIPLE CONSTRUCTION A. BUILDING: _____ B. WING: _____	(X3) DATE SURVEY COMPLETED C 11/19/2019
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NAME OF PROVIDER OR SUPPLIER VALLEY VISTA	STREET ADDRESS, CITY, STATE, ZIP CODE 23 UPPER PLAIN BRADFORD, VT 05033
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(X4) ID PREFIX TAG	SUMMARY STATEMENT OF DEFICIENCIES (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LSC IDENTIFYING INFORMATION)	ID PREFIX TAG	PROVIDER'S PLAN OF CORRECTION (EACH CORRECTIVE ACTION SHOULD BE CROSS-REFERENCED TO THE APPROPRIATE DEFICIENCY)	(X5) COMPLETE DATE
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T 001	Initial Comments An unannounced complaint investigation was conducted by the Division of Licensing and Protection, in conjunction with the re-licensure survey, between 11/18 and 11/19/19. There were no regulatory findings for the complaint, however there were regulatory violations found during the survey process.	T 001		
T 054 SS=F	V.5.9.d Resident Care and Services 5.9 Staff Services 5.9.d The licensee shall not have on staff a person who has had a charge of abuse, neglect or exploitation substantiated against him or her, as defined in 33 V.S.A. Chapters 49 and 69, or one who has been convicted of an offense for actions related to bodily injury, theft or misuse of funds or property, or other crimes inimical to the public welfare, in any jurisdiction whether within or outside of the State of Vermont. This provision shall apply to the manager of the residence as well, regardless of whether the manager is the licensee or not. The licensee shall take all reasonable steps to comply with this requirement, including, but not limited to, obtaining and checking personal and work references and contacting the Division of Licensing and Protection and the Department for Children and Families in accordance with 33 V.S.A. §6911 and 33 V.S.A. §4919 to see if prospective employees are on the abuse registry or have a record of convictions. This REQUIREMENT is not met as evidenced by: Based on staff interview and record review, the facility failed to insure that 2 of 5 staff reviewed,	T 054	This plan of correction constitutes the written allegation of compliance for the deficiencies cited. However, submission of this plan of Correction is not an admission that the deficiency exists or that one was cited correctly. This plan of correction is submitted to meet requirements established by state and federal law.	

Division of Licensing and Protection
LABORATORY DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE _____ TITLE _____ (X5) DATE _____

[Handwritten Signature]
Clinical Director MA, LADC, CJ 12-13-2019

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T 054 Continued From page 1
had required background checks completed. Findings include:

Review of the employee backgrounds for five (5) sampled staff members, two (2) did not have the required checks completed. Staff #1 was hired in July 2019 and there is no evidence of Vermont Criminal Information Check (VCIC) records being obtained. Staff #2 had a recorded hire date of September 2017 and there is no evidence of the VCIC being completed and obtained by the facility, nor is there evidence that Staff #2 had the required Adult and Child Abuse Registry Checks completed. The clinical director reviewed with Human Resource manager and this surveyor between 11/18 and 11/19/19 and confirmed on 11/19/19 at 10:30 AM that there is no evidence that the required background checks were followed through and completed.

T 054

Valley Vista will obtain VCIC for staff #1 and staff #2. Please note that staff #2 was hired 5/28/2014, September date was date Meridian acquired. This staff did have the abuse registry completed during initial hire in 2014.

12/2/19

T-054 POC accepted 12/18/19 B. Berkner / S. Remy, RD

T 122 VII.7.1.c.2 Nutrition and Food Services
SS=F
7.1. Food Service
7.1.c Meal Service
7.1.c.2 Meals shall be attractively served, family style wherever possible, and shall be appropriate to individual needs as determined by age, activity, physical condition and personal preference.

T 122

This REQUIREMENT is not met as evidenced by:

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T 122	<p>Continued From page 2</p> <p>Based on observation and resident/staff interviews, the facility failed to attractively serve meals. Findings include:</p> <p>Observation of the noon meal on 11/18/19 and breakfast on 11/19/19, the dietary division failed to maintain a clean and attractive atmosphere for serving meals. On 11/18/19, the salad bar had lettuce, cucumbers, and onions that were dropped into the meat selections and on the counter top, the milk dispensers were noted to have crusted milk, the steam table counter, which the residents approach and obtain the hot meal from was dirty and the glass front was dirty. Dietary staff were present behind the steam table and when asked about the cleanliness, one dietary staff stated that they didn't know what the cleaning process was and said that the residents are responsible for the salad bar. Observation on 11/19/19 the milk dispenser was still not clean and the area surrounding the cereal dispenser had crumbs all over the counter. Interviews with residents presented the concerns about the cleanliness of the salad bar. Confirmed with the Food Service Manager on 11/18/19 at 1:15 PM and with the Clinical Director on 11/19/19 at approximately 9:30 AM, that the dining area was not clean and attractive.</p>	T 122	<ul style="list-style-type: none"> Currently there is a cleaning process in place for the dietary department to uphold during service periods. The dietary member serving food for the period is responsible for maintaining a clean dining room during the service period. This includes the milk dispenser counter, the salad bar, the steam table, and other surfaces which contain food products. By November 22nd, all dietary staff received retraining in this area. Random inspections by the Food Service Manager (FSM) will occur, with disciplinary actions taken should the dietary staff member fail to adhere to the procedures in place. Also, recognition of staff for positive actions will occur. <p><i>T-122 POC accepted 12/18/19 B. Berklin / S. Ruyman</i></p>	11/22/19
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T 126 SS=C	<p>VII. 7.2.a Nutrition and Food Services</p> <p>7.2 Food Safety and Sanitation</p> <p>7.2.a Each residence must procure food from sources that comply with all laws relating to food and food labeling. Food must be safe for human consumption, free of spoilage, filth or other contamination. All milk products served and used in food preparation must be pasteurized. Cans</p>	T 126		
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T 126	<p>Continued From page 3</p> <p>with dents, swelling, rust, missing labels or leaks shall be rejected and kept separate until returned to the supplier.</p> <p>This REQUIREMENT is not met as evidenced by: Based on observation and staff interview, the facility failed to insure that dented cans were kept separate to be returned to the supplier. Findings include:</p> <p>Upon tour of the kitchen with the Food Service Manager (FSM) on 11/18/19 at 11:40 AM, it was found that the area where canned goods were kept had dented cans of tuna fish and tomato sauce on the shelves that were ready for use. The FSM stated that if the cans have minor dents they use them and large dents are not used. S/he further stated that the cans are checked in by whoever is on duty at the time of delivery and they are to be checked and set aside if they have large dents. When asked what was considered a minor dent, the FSM stated that it could be a number of things and that it would probably be better if any dents were separated to be returned to the supplier. S/he confirmed that it is not the current practice to do so at this time and only cans with large dents are removed. S/he further confirmed that the tuna fish and spaghetti sauce had more than minor dents and stated that s/he did not "even notice that".</p>	T 126	<ul style="list-style-type: none"> On November 19th, a shelf was dedicated as the dented can area. The following procedure was initiated: Upon receipt of all cans, the dietary member putting the cans away inspects the cans for dents of any degree. Each can is marked with the date that the can was received and inspected. Should dents of any degree be found, they are placed in the dedicated dented can area, to be returned to the supplier (US FOODS). As a secondary measure of caution, prior to use of any cans, dietary members inspect the cans for dents of any degree. The FSM will conduct spot inspections to assure that this procedure is being followed. <p><i>T-126 POC accepted 12/18/19 B. Bateilov/S. Ruyko</i></p>	11/19/19
T 127 SS=F	<p>VII.7.2.b Nutrition and Food Services</p> <p>7.2 Food Safety and Sanitation</p> <p>7.2.b All perishable food and drink shall be</p>	T 127		

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T 127	Continued From page 4 labeled, dated and held at proper temperature. Hot foods shall be kept hot at 135 degrees F and cold foods shall be kept at 41 degrees F or cooler. This REQUIREMENT is not met as evidenced by: Based on observation, resident and staff interview and record review, the facility failed to insure that all perishable food and drink is labeled, dated and held at proper temperature. Hot foods shall be kept hot at 135 degrees F and cold foods shall be kept at 41 degrees F or cooler. Findings include: 1) During tour of the facility kitchen on 11/18/19, accompanied by the Food Service Manager (FSM), a request for the temperature logs for refrigerators and foods that are served on the steam tables was presented to the surveyor. The temperatures for the refrigerator are not consistently maintained and the FSM confirmed at 11:45 AM that there were weeks of missing temperature recordings and s/he further stated that there are no records of hot food temperatures. Interview with dietary staff at 12 Noon on 11/18/19 confirmed that there are no temperatures taken or recorded for foods that are on the steam table. Further interviews with residents provide concerns that sometimes the food from the steam table is not hot and those that receive their meals last have to reheat them in the microwave oven. 2) In the kitchen refrigerator there were three containers of food that were not labeled and dated as to when prepared. The FSM stated that the containers held blueberry pie mixture ("I think"), applesauce and chicken salad, but was unsure when they were prepared and placed in the	T 127	<ul style="list-style-type: none"> • Beginning on the afternoon of November 18th, the temperature logs for the refrigerators and freezers were monitored, and strict adherence to these logs is enforced with disciplinary actions possible should failure to adhere occur. Beginning on December 3rd, temperature logs for items on the steam table were initiated, with interval checks every half hour of service to assure food is kept at 135 or higher. Should the food be read at a lower temperature, it is replaced with new product, and the steam table is adjusted. <table style="width: 100%; margin-left: 800px;"> <tr><td style="width: 70%;"></td><td style="text-align: right; vertical-align: top;">11/18/19 12/3/19</td></tr> </table> On November 18th, all food items in refrigeration that were not indicated with the date prepared were thrown out. It has been and is policy to not use items in refrigeration that have been prepared without prepared dates. <table style="width: 100%; margin-left: 800px;"> <tr><td style="width: 70%;"></td><td style="text-align: right; vertical-align: top;">11/19/19</td></tr> </table> 		11/18/19 12/3/19		11/19/19
	11/18/19 12/3/19						
	11/19/19						

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T 127	Continued From page 5 refrigerator. 3) In the kitchen, on a shelf that held spices and other items for recipes, there was an open can of Criso shortening, it was stuck to the shelf and was not labeled to when opened. The walk in refrigerator had a cake and muffins that were not dated as to when prepared and the FSM was unsure of when they were made. Dry goods storage had a bag of opened egg noodles without date as to when opened. The FSM confirmed the findings at time of the findings on 11/18/19	T 127	Any dietary member found to do so faces disciplinary action. An increase in recognition for positive behavior, such as labeling, is being enacted. On November 19th, all food items in dry storage were sorted through, and those items opened without dates were discarded. It has been and is policy to not use opened items without opened dates. Any dietary member found to do so faces disciplinary action. An increase in recognition for positive behavior, such as labeling, is being enacted.	11/19/19
T 130 SS=C	VII.7.2.e Nutrition and Food Services 7.2 Food Safety and Sanitation 7.2.e The use of outdated, unlabeled or damaged canned goods is prohibited and such goods shall not be maintained on the premises. This REQUIREMENT is not met as evidenced by: Based on observation and staff interview, the facility failed to insure that damaged canned goods were not maintained on the premises. Findings include: Upon tour of the kitchen with the Food Service Manager (FSM) on 11/18/19 at 11:40 AM, it was found that the area where canned goods were kept had dented cans of tuna fish and tomato sauce on the shelves that were ready for use. The FSM stated that if the cans have minor dents they use them and large dents are not used. S/he further stated that the cans are checked in by whoever is on duty at the time of delivery and they are to be checked and set aside if they have	T 130	T-127 POC accepted 12/18/19 B. Bartlett RW / S. Remy RW On November 19th, a shelf was dedicated as the dented can area. The following procedure was initiated: Upon receipt of all cans, the dietary member putting the cans away inspects the cans for dents of any degree. Each can is marked with the date that the can was received and inspected. Should dents of any degree be found, they are placed in the dedicated dented can area, to be returned to the supplier (US FOODS). As a secondary measure of caution, prior to use of any cans, dietary members inspect the cans for dents of any degree. The FSM will conduct spot inspections to assure that this procedure is in place. T-130 POC accepted 12/18/19 B. Bartlett RW / S. Remy RW	11/19/19

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T 130	Continued From page 6 large dents. When asked what was considered a minor dent, the FSM stated that it could be a number of things and that it would probably be better if any dents were separated to be returned to the supplier. S/he confirmed that it is not the current practice to do so at this time and only cans with large dents are removed. S/he further confirmed that the tuna fish and spaghetti sauce had more than minor dents and stated that s/he did not "even notice that".	T 130		
T 131 SS=F	VII.7.2.f Nutrition and Food Services 7.2 Food Safety and Sanitation 7.2.f The residence and premises shall be maintained in a sanitary condition. This REQUIREMENT is not met as evidenced by: Based on observation and staff interview the facility failed to maintain a sanitary condition for food safety. Findings include. Observations made during the kitchen tour on 11/18/19, while accompanied by the Food Service Manager (FSM) it was found that there is a broken and dried up egg on the floor in the space (approximately 3 to 4 ") between two refrigerators, the FSM stated that s/he was unsure how it got there or how long it had been there. The floor has grease and grime build up that is visible immediately upon entrance to the kitchen and it is also very prominent in front of and around the feet of the refrigerators extending out from the edges for about three inches. The FSM stated at 11:40 AM that he thinks there is an overall cleaning of the kitchen quarterly, but s/he does not know when it was last done. The	T 131	Starting November 18th and completed on November 19th, the two standing refrigerators were emptied, cleaned, and sanitized. The kitchen fans were removed and cleaned. The spice rack was emptied and scrubbed down. Crockpots, scales, and mixer that had been removed from service but remained in the kitchen were moved to an alternative location. By November 22nd at 9:00PM, all equipment was cleaned and sanitized, including the microwave, fryer, walk-in fridge and grill hood vents. The microwave is not used by dietary staff for food production other than melting of butter or similar actions. A sign has been put in place, reminding all staff members who have access to the microwave to clean it after use. The dining room equipment was cleaned, including the milk dispenser. On November 29th, the kitchen floor underwent an extensive cleaning, including removal of equipment and scrubbing. A physical copy of the master cleaning schedule for the kitchen has been made available for viewing upon request, with quarterly deep cleaning being documented by date. Routine cleaning of items is now documented.	11/29/19
			T-131 POC accepted 12/18/19 B. Barkin RW / S. Perry, RW	

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T 131	Continued From page 7 outside of the refrigerators are dirty and inside both refrigerators there is spilled food and rust. The counter shelves for storage of spices and various other ingredients used for cooking is dirty with dried up spilled foods and dirt. An opened, undated pouch of frosting without a cap on the nozzle was on the floor and the FSM picked it up and placed it back on the shelf. This surveyor asked the FSM about the practice of picking things up off the floor to put back into use and the FSM stated, "it probably isn't a good idea to use it again." There is a crock pot, that is stored on the shelf, with visible dried food on the outside of it. The microwave oven has dried splattered tomato sauce on the turntable, the inside door, roof and sides. The FSM stated that the last time that spaghetti sauce was used was Friday and confirmed that it was now Monday and the microwave had not been cleaned. A fan that, when in use, blows across the food preparation area, has dirt and grime build up and the FSM stated that s/he is unsure of the last time it was cleaned. Pitchers that are on the shelf and used for special occasions are stained, there is a white film on most of the storage containers and the pots and pans are with black soot. The stove is dirty and the staff interviewed at the time of discovery (11:50 AM) stated that s/he removes the burner plates every two days and replaces the foil that lines the stove under the burners. There are burnt egg noodles and spilled over "baking soda" (per the FSM). The deep fryer is found to have a build up of grease and old fried food bits and there are scoops in the storage bins for flour and sugar. The FSM confirmed at the findings at the time of discovery and again during a review of the findings on 11/18/19 at 1:15 PM.	T 131		
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T999 Continued From page 8

T999

T999 Final Comments
SS=C

T999

This REQUIREMENT is not met as evidenced by:
4.13 (f) Survey/Investigation.
The residence shall make current written reports resulting from inspections readily available to residents and to the public in a place readily accessible to residents where individuals wishing to examine the results do not have to ask to see them. The residence shall post a notice of the availability of all other written reports in a prominent place. If a copy is requested and the residence does not have a copy machine, the residence shall inform the resident or member of the public that they may request a copy from the licensing agency and shall provide the address and telephone number of the licensing agency.

This REQUIREMENT is NOT MET as evidenced by:

Based on observation and staff interview, the facility failed to provide survey/investigation or past surveys/investigations to the residents. During interview with the clinical director on 11/18/19 at 12:05 PM s/he was not aware of the whereabouts of the past investigations or surveys and confirmed at this time that they are not readily available and there is no notification of availability to have the information.

Valley Vista has retrieved 12/9/19
copies of all of the past survey/
investigations and placed them
into sleeves in a binder and
placed this binder in the
cafeteria.

T-999 POC accepted 12/18/19
B. Bertelaw / S. Kuyper



Master Cleaning Schedule- Valley Vista Bradford

What	Where	When	Cleaning Supplies	How	Who
MEAT SLICER	Prep Area	After each use	<ul style="list-style-type: none"> Hot soapy water Sanitizer solution in spray bottle. Clean towels 	<ol style="list-style-type: none"> Unplug Disassemble Take slicing bed and guards to dishwashing area. Move the blade almost to "0" so the blade will turn slightly. Using hot soapy water and clean towel, scrub all surfaces. Slide slicer to the side of counter and wash counter underneath slicer and backsplash. Spray slicer with sanitizer solution. Air dry. Re-assemble slicer by putting slicer bed and guards back on. Mist slicer bed and guards with sanitizer solution. Air dry. Wipe off electrical cord with hot soapy water. Air dry cord and wrap around slicer. 	
CONVECTION OVENS	Prep Area	Daily	<ul style="list-style-type: none"> Long handled brush Dust pan Hot soapy water Clean towels 	<ol style="list-style-type: none"> Wipe off top and outside of oven with hot soapy water Brush crumbs out of inside of oven and dispose in garbage can 	
CONVECTION OVENS		Weekly	<ul style="list-style-type: none"> Oven cleaner Rubber gloves Razor blades Hot water Clean towels Newspapers to protect floor Green Scrubbing pad 	<ol style="list-style-type: none"> Turn off current in electric oven and pilot light in gas oven. Oven should be warm, but not over 200 degrees. Cover floor under and around oven with newspaper to protect floor Remove racks and other equipment from oven. Using a razor blade, scrape burnt on food from racks. In dishroom, Spray racks with oven cleaner and allow 15-20 minutes for cleaner to work. Scrub racks with green scrubbing pad. Spray off oven cleaner and residue. Take racks to dishmachine to be run through. Spray oven cleaner over inside surface of oven. Leave door of oven open and let oven cleaner work for 15 to 20 minutes Wipe clean with hot water. After wiping, rinse off with towel soaked in hot water. Return racks to oven Wipe off outside of oven with hot soapy water. Dispose of newspaper and clean up floor. 	
WALK-IN FREEZER	Prep Area	Daily	<ul style="list-style-type: none"> Broom Dustpan 	<ol style="list-style-type: none"> Sweep out freezer Be sure to sweep under racks Wipe off door, inside and out, handle and door gasket as needed 	
		Monthly	<ul style="list-style-type: none"> Broom Dustpan Mop and bucket Windshield washing solution 	<ol style="list-style-type: none"> Chip ice chunks off of floor (summer only) Starting at the back of the freezer, pour windshield washing solution on floor doing a small part at a time as you work your way out of the door Mop up solution with mop Wipe off door, inside and out, handle and door gasket 	
WALK-IN COOLER	Prep Area	Daily	<ul style="list-style-type: none"> Broom Dustpan Mop and bucket Ecolab floor cleaner Glass cleaner Paper towel 	<ol style="list-style-type: none"> Sweep floor to remove dirt Make sure you get under racks Using hot water with floor cleaner, dry mop floor Allow to air dry Wipe doors inside and out, paying special attention to handle and gasket Wipe doors inside and out, paying special attention to handle and gasket Spray down with sanitizer solution to sanitize Air dry Wash off outside of unit with hot soapy water. Use degreaser if needed. Replace drip tray, side racks and shelving 	
MICROWAVES	Line	At the end of every shift or as needed	<ul style="list-style-type: none"> Hot soapy water Clean towels Sanitizer solution in spray bottle 	<ol style="list-style-type: none"> Wash inside with hot soapy water. Spray with sanitizer solution. Air dry Wash outside of microwave. Clean off top. 	
THREE COMPARTMENT SINK	Dishwashing Area	End of every shift	<ul style="list-style-type: none"> Hot water Ajax cleanser Scouring pad 	<ol style="list-style-type: none"> Drain sink compartments Remove and dispose food scraps Sprinkle each sink and each end drain board with Ajax cleanser Scrub sinks and drain boards 	

What	Where	When	Cleaning Supplies	How	Who
				5 Using a small amount of water, scrub sink with scouring pad 6 Rinse with hot water 7 Spray with sanitizer solution 8 Air dry	
TOASTER	Line	Daily	<ul style="list-style-type: none"> Hot soapy water Clean towels Whisk broom and dust pan 	1 Turn off and unplug 2 Remove slide plate and wipe down with hot soapy water 3 Brush crumbs out of toaster with whiskbroom. Catch crumbs in dust pan. 4 Lift toaster and brush crumbs off of leg supports 5 Wash legs and supports with hot, soapy water 6 Replace slide plate 7 Leave unplugged	
GARBAGE CANS	Entire back of the house	Daily	<ul style="list-style-type: none"> Garbage can liners Used towels Hot water 	1 Remove garbage from each garbage can and dispose of it in the proper receptacle 2 Rinse out can if there is any leaks 3 Wipe up any spills on the outside of the can 4 Dispose of towels 5 Fill can with new garbage can liner	
GRILL	Line	After every shift	<ul style="list-style-type: none"> 1/2 gallon warm water Grill screens Grill screen handle Dough cutter (aka bench knife, dough scraper) Oil from fryer Green scouring pad Paper towel Used cleaning cloth Hot soapy water Rubber gloves 	1 Pour water on grill while grill is still warm to loosen grease and dirt. Be very careful to prevent steam burns. 2 Place grill screen on grill, top with green scouring pad and grill screen handle 3 Putting pressure on the grill screen, rub it up and down on the grill to clean off dirt. Do not rub left and right, as this will scratch the grill. 4 Using the dough scraper, wrap in a paper towel and run along grill surface to remove excess grease and dirt. Change paper towel as often as necessary. 5 Put green scouring pad on the grill topped by the grill screen and screen handle 6 Run the scouring pad up and down the grill (not left to right) to polish the grill 7 Again using the dough scraper and paper towel, remove excess oil from grill 8 Repeat the process for the back ledge of the grill 9 Taking about a ¼ cup of oil from the fryer, spill on grill and wipe the entire grill surface with paper towel to season the grill for next use 10 Empty grease trap into a 5-gallon bucket 11 When bucket is ¾ full, take outside and dump into grease receptacle 12 Clean off the front of grill with a used cloth and hot soapy water 13 Take sheet pans under grill to dishroom to be washed 14 Replace with same pans when washed 15 Brush all debris off shelf under grill	
GRILL		Weekly	<ul style="list-style-type: none"> Razor blade Paper Towel Clean towels Hot soapy water Brush or scouring pad 	1 Scrape all edges of grills with razor blades to remove debris 2 Scrape fronts of grills under sandwich board if necessary 3 Wipe off these areas with paper towel 4 Wash off all legs of grills 5 Scrub shelf under grill with hot soapy water and rinse	
DISH MACHINE	Dish Area	Daily at end of each service	<ul style="list-style-type: none"> Wet clean towel Squeegee Hot soapy water Degreaser 	1 Pull traps from dishmachine 2 Run traps through dishmachine 3 Wipe off outside of small trap on clean end of machine 4 After removing large trap, clean pit with hot soapy water using degreaser if necessary. 5 Wash glass rack shelf with hot soapy water and rinse 6 Wipe off all back splash areas and stainless steel fronts 7 Spray down dirty dish side with sprayer hose 8 Squeegee off stainless steel countertop on dirty dish side 9 Spray down clean dish side with sprayer hose 10 Squeegee off stainless steel countertop on clean dish side 11 Wipe down machine inside and out 12 Scrub top and bottom of each door 13 Wipe off slanted stainless steel overhead shelving 14 Store racks on shelf over 3- compartment sink. Those racks that do not fit should be stored clean dish side.	
DISH MACHINE	Dish Area	Weekly	<ul style="list-style-type: none"> Delimer 	1 Following directions on the deliming chemical bottle, add delimer to machine 2 Fill and run the machine for 3 cycles with delimer in it 3 Drain machine 4 Refill machine with clean water 5 Run 1 cycle 6 Drain 7 Machine is now ready to fill for use	
DISH AREA	Dish Area	Daily		1 Roll up floor mats 2 Run through dishmachine at end of shift (Do this before you remove the traps from the dishmachine. 3 Put mats back on floor after mopping	
DISH AREA		Weekly	<ul style="list-style-type: none"> Hot soapy water 	1 Wipe down all the legs of all the equipment and countertops in dish area	

What	Where	When	Cleaning Supplies	How	Who
			<ul style="list-style-type: none"> Clean towels 	2 Remove all cleaning supplies/products from shelf under clean dish side 3 Wipe off shelf on clean dish side 4 Wipe off bottles of product 5 Return product to appropriate spot on shelf	
REFRIGERATION COMPRESSOR	Line	Monthly	<ul style="list-style-type: none"> Shop Vac 	1 Take grids off of compressor 2 Run grids through dishmachine 3 Using shop vac, vacuum coils and all around unit to remove dust 4 Replace grids	
ICE MACHINE	Dry storeroom	Daily	<ul style="list-style-type: none"> Clean towel Hot soapy water 	1 Wipe off front of unit and opening door with hot soapy water 2 Wipe off the inside of opening door with hot soapy water	
		As needed		1 Call service person to delime	
STEAM TABLE	Line	Daily	<ul style="list-style-type: none"> Hot soapy water Clean towel 	1 Unplug unit 2 Remove product and store in correct manner 3 Empty water out of steamtable well 4 Wipe out steamtable well with towel and hot soapy water 5 Allow to air dry 6 Clean off outside of steamtable with hot soapy water	
STEAM TABLE		Weekly – at the end of the night Wednesday Night		1 Unplug unit 2 Clean following directions listed above 3 Following directions on delimiting product, delime unit 4 Rinse 5 Air dry 2 Use degreaser on tough stains if needed	
			<ul style="list-style-type: none"> Clean towels Degreaser Brush 		
DEEP FRYER	Line	At end of every shift	<ul style="list-style-type: none"> Slotted spoon or strainer Fryer oil 	1 Strain out leftover food and debris that is floating in fat 2 Add oil, if necessary, to bring it up to recommended oil level of fryer	
DEEP FRYER	Line	Weekly Every Monday or Tuesday	<ul style="list-style-type: none"> Fryer inset Extra large stockpot – approximate 10 gallons Fryer hook Fryer boil out cleaning agent Brush Drain nozzle that is attached to the inside left panel behind door Paper towel Degreaser Used towels 	1 Turn off fryer 2 Attach drain nozzle by screwing it into a drain located in the middle of the front of machine 3 Place fryer inset underneath the drain nozzle to catch the grease 4 Turn drain valve to the right to open drain 5 As the fat is draining, use hook to push gunk through the nozzle 6 When completely drained, close valve 7 Dispose of fat in the proper waste receptacle 8 With valve closed, fill fryer with water to the oil level marking 9 Turn fryer on 10 Add 2 scoops of fryer boil out to water 11 Let boil-oil and water mixture heat 12 Turn off machine 13 With a brush, scrub sides, back, bottom and front of fryer cavity 14 Drain water out of fryer 15 Close drain valve 16 Wipe out fryer cavity with paper towel 17 Scrub outside of fryer (doors, back, etc., with degreaser) 18 Fill with new deep fat	
DEEP FRYER	Line	Monthly	<ul style="list-style-type: none"> Razor blade 	1 Pull fryer out from wall 2 Scrape sides to remove baked on crud	
HOODS	Line	As needed at least once a week.	<ul style="list-style-type: none"> Disposable gloves Oven and grill cleaner Used towels Degreaser 	1 Wearing disposable gloves, pull screens from hood by lifting up and out 2 Take screens to dishwashing area and spray with oven cleaner 3 Let sit 15 – 20 minutes 4 Run screens through dishmachine 5 Repeat steps 2-4 as many times as necessary to get screens clean 6 Using hot soapy water and degreaser if necessary, clean the inside of the hood to remove all grease 7 Continue by cleaning outside and top of hood 8 Polish with stainless steel cleaner 9 Replace clean screens	
REFRIGERATION UNITS	Line and Center Area	Daily	<ul style="list-style-type: none"> Hot soapy water Clean towel 	1 Wipe up all spills on bottom of unit with hot soapy water and clean towel 2 Wash doors, handles and door gaskets	
REFRIGERATION UNITS		Weekly	<ul style="list-style-type: none"> Hot soapy water 	1 Remove all product and store in walk-in cooler	

What	Where	When	Cleaning Supplies	How	Who
			<ul style="list-style-type: none"> • Clean towels 	<ol style="list-style-type: none"> 2 Remove racks and run through dishmachine 3 Wash top, bottom and sides, inside doors and gaskets with hot soapy water 4 Replace clean racks 5 Replace and restock product 6 Wipe off outside doors with hot soapy water 	