



pennsylvania
DEPARTMENT OF PUBLIC WELFARE
OFFICE OF ADMINISTRATION - ADULT RESIDENTIAL LICENSING

Serving as a Master in a Personal Care Home

Personal care homes are residential facilities that provide assistance and supervision with personal care services to four or more adults who require such services. Personal care services range from simple daily living activities such as preparing resident meals and helping residents to obtain clean clothing, to more extensive assistance like help with bathing, dressing and administering a resident's medication.

The Department of Public Welfare's Adult Residential Licensing program protects the health, safety and well-being of more than 48,000 vulnerable adults who reside in personal care homes through the formulation, application and enforcement of state licensing statutes and regulations.

In some cases, when a personal care home repeatedly fails to comply with applicable statutes and regulations or to correct violations, the Department may petition the common pleas court for the appointment of a Master to assume operation of the personal care home at the operator's expense. The personal care home may be required to retain the Master for a specific period of time, or until the personal care home corrects all violations and complies with all applicable requirements. See 62 P.S. § 1057.1(b).

In other cases, a personal care home that is not compliant with applicable statutes and regulations may lose its license to operate a personal care home. The personal care home may appeal the decision before being forced to close. Such appeals may be resolved through an out-of-court settlement, where sometimes the personal care home is permitted to continue operating in exchange for agreeing to certain provisions. Settlement agreements may require operators to relinquish operational control of the home to a "Master," similar to one appointed pursuant to 62 P.S. § 1057.1(b). For the purposes of settlement, a Master is a person or agency that operates the personal care home. The duties of a Master vary according to the terms of the settlement. These duties may include, but are not limited to:

- Management of day-to-day operations at the home
- Developing and implementing policies and procedures
- Hiring and training staff
- Maintaining regulatory compliance
- Managing resident and home funds
- Providing status reports to the Department

The Department does not dictate how or how much a Master will be compensated; such terms are negotiated independently between the personal care home and the Master, unless specified by a court order.

If you have additional questions about a Master's role or responsibilities, please contact Adult Residential Licensing at 1-866-503-3926, or via electronic mail at RA-pwarlheadquarters@pa.gov.