



IDAHO DEPARTMENT OF
HEALTH & WELFARE

Division of Licensing & Certification

DDA/ResHab Certification - Statement of Deficiencies

Agency:	Transitions, Inc	Region(s):	7
Agency Type:	DDA	Survey Dates:	02/05/19-02/06/19
Certificate(s):	DDA-1128	Certificate(s) Granted:	<input type="checkbox"/> 6 - Month Provisional <input type="checkbox"/> 1 - Year Full <input checked="" type="checkbox"/> 3 - Year Full

Rule Reference/Text	Findings	Agency's Plan of Correction (Please refer to the Statement of Deficiencies cover letter for guidance)	Date to be Corrected (mm/dd/yyyy)
16.03.21.009.01 009. CRIMINAL HISTORY AND BACKGROUND CHECK REQUIREMENTS. 01. Verification of Compliance. The agency must verify that all employees, subcontractors, agents of the agency, and volunteers delivering DDA services have complied with IDAPA 16.05.06, "Criminal History and Background Checks."	One of five employee record review lacked documentation the agency verified compliance with the criminal history rule requirements. For example: Employee 5's date of hire was 10/09/18, the self-declaration was signed and notarized on 10/09/18 but the fingerprints were not completed within the 21 day rule requirement.	1. What actions will be taken to correct the deficiency? <i>Transitions, Inc. identified that Employee 5 worked three days after the 21 days and before his criminal history appointment, which was the first available appointment with the CHU. Transitions, Inc. adjusted payment for the participants Employee 5 worked with during those three days. In addition, all employees of Transitions, Inc. were reviewed to ensure there were no other employees out of compliance with the 21 day rule. No other employees at Transitions, Inc were outside of the 21 day rule.</i> The plan should address agency systems and not just the examples specified in the	2/5/2019



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		<p>survey report.</p> <p>2. What will the agency do to identify any other participants, staff, or systems that may be affected by the deficiency?</p> <p><i>All employees of Transitions, Inc. were reviewed to ensure there were no other employees out of compliance with the 21 day rule. No other employees at Transitions, Inc were outside of the 21 day rule.</i></p> <p>If identified, what corrective actions will be taken?</p> <p><i>Not applicable; no other employees were identified as being outside of the 21 day rule.</i></p> <p>3. Who will be responsible for implementing each corrective action?</p> <p><i>Kelly Keele, Administrator and Tyler Dahlke, CS will implement corrective action(s).</i></p> <p>4. How will the corrective actions be monitored to ensure the problem is corrected and does not recur?</p>	



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		<p><i>A new system has been implemented for new hires, as follows: When a new hire gets his/her criminal history background check application notarized, the hiring CS will note and track the 21st date from the notary date on a tickler/calendar system. Every effort will be made to ensure the fingerprint appointment is within the 21 days. If the 21 days is exceeded through no fault of the new employee, a waiver for the 21 day rule will be requested from the CHU. If the 21 days is exceeded and is the fault of the new employee or a waiver cannot be obtained, the new employee will not work with participants until the fingerprint appointment is completed.</i></p>	

<p>Agency Representative & Title: J. Kelly Keele, Administrator <i>* By entering my name and title, I agree to implement this plan of correction as stated above.</i></p>	<p>Date Submitted: 2/13/2019</p>
<p>Department Representative & Title: Pam Loveland-Schmidt, Licensing & Certification <i>* By entering my name and title, I approve of this plan of correction as it is written on the date identified.</i></p>	<p>Date Approved: 02/13/19</p>