

Statement of Deficiencies

Residential Habilitation Agency

Snake River Community Supported Living, Inc
RHA-262

557 S Woodruff Ave.
Idaho Falls, ID 83401-
(208) 542-4517

Survey Type: Initial

Entrance Date: 3/3/2015

Exit Date: 3/3/2015

Initial Comments: Surveyor present: Pam Loveland-Schmidt, Medical Program Specialist, Licensing & Certification.

Rule Reference/Text	Findings	Plan of Correction	Date to be Corrected
<p>16.04.17.301.03.j</p> <p>301. PERSONNEL</p> <p>03. Personnel Records. A record for each employee must be maintained from date of hire for not less than one (1) year after the employee is no longer employed by the agency, and must include at least the following: (3-29-12)</p> <p>j. Verification of satisfactory completion of criminal history checks in accordance with IDAPA 16.05.06, "Criminal History and Background Checks"; and (3-20-04)</p>	<p>One of three employee (3) record lacked Verification of satisfactory completion of criminal history checks in accordance with IDAPA 16.05.06, "Criminal History and Background Checks".</p> <p>For example: Employee 3's record lacked documentation prior to allowing the individual to provide services, the employer obtained access to the individual's background check results and clearance through the Department's website by having the employer's identification number for this agency added to the individual's background check results.</p>	<p>1. If an employee can be linked because they have a current and clear background check, the employee will be linked the day of their orientation (first day of employment) by the office assistant responsible for orientation. Once this is completed the office assistant will print the CH agency record. If the employee has not previously had a background check the CH record will be printed upon receiving the clearance letter. The record will be checked by the office assistant to ensure correct linkage and then a copy of the record will be given to the employees immediate supervisor. The supervisor will also review the record to ensure the employee has been linked to the correct agency. The CH record will be kept on file.</p> <p>Employee files for different agencies will be color coded.</p>	<p>03-06-15</p>

2. This deficiency was related to human error of an office assistant and that no follow up system existed to check for this type of error. The employee had a cleared background check and no participant was at risk. A system is now in place to ensure an error such as this would be caught quickly and corrected immediately.
3. Office assistant during orientation, supervisor review and administrator during QA.
4. The record will also be pulled quarterly and checked by the administrator or a designee to ensure all employees for Snake River are correctly li
5. 03-06-15

Administrator/Provider Signature:

Date:

3-16-15

Department POC Approval Signature:

Date:

3/17/15

If deficiencies are cited, an approved plan of correction is requisite to continued program participation.