



IDAHO DEPARTMENT OF
HEALTH & WELFARE

Division of Licensing & Certification

DDA/ResHab Certification - Statement of Deficiencies

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|------------------------|--|--------------------------------|---|
| Agency: | Access Point Family Services, Inc. | Region(s): | 6 & 7 |
| Agency Type: | DDA | Survey Dates: | 01/04/16-01/06/16 |
| Certificate(s): | 7ACCPTFAM077 - Idaho Falls 6ACPTFAM063 - Chubbuck | 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) |
|---|--|--|--|
| <p>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." (7-1-11)</p> | <p>Three of ten employee record review lacked verification the agency was in compliance with the criminal history background requirements.</p> <p>For example: Employee 3's record lacks documentation the agency completed the criminal history per rule requirements. The employee's date of hire/start date was 09/03/14 and the Self Declaration was dated 09/24/14, but not notarized. The Dept. of Health & Welfare background was completed for another agency dated 09/02/14 and the agency did not complete the Idaho State Police background check until 12/01/14. The employee was not eligible to work from 09/03/14-12/01/14 as the criminal history check was not completed per rule</p> | <p>1. Access Point Family Services will no longer accept transfer criminal history and background checks from other agencies. All new hires will not be able to work with participants until fingerprints have been rolled by the Department of Health and Welfare.</p> <p>2. All employee files will be reviewed. If there are any deficiencies noted, appropriate steps will be taken to remedy the issues. Access Point Family Services' current policies will be reviewed and adjusted to ensure that the cause of the deficiency will be prevented with the new/amended policy going forward.</p> <p>3. A member of the administrative team will be responsible for implementing policy.</p> <p>4. For all new hires an agency administrator will review Important Criminal History and</p> | 1/28/2016 |



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| | <p>requirements. Employee 6's Dept. of Health & Welfare Criminal History Check was completed for another agency 07/14/09. The self dec. was not signed or notarized and no documentation of a local Idaho State Police check. The employee started 02/22/13 and was not eligible to work for this agency from 02/22/13 to present. Employee 7's start date was 01/28/15; the self dec. was not notarized until 02/02/15. The employee was not eligible to work between 01/28/15-02/02/15.</p> <p>Repeat Deficiency from 02/28/13 survey.</p> | <p><i>Background Checks Dates Spreadsheet on a weekly basis.</i></p> | |
| <p>16.03.21.410.01.a 410. GENERAL TRAINING REQUIREMENTS FOR DDA STAFF. Each DDA must ensure that all training of staff specific to service delivery to the participant is completed as follows: 01. Yearly Training. The DDA must ensure that staff or volunteers who provide DDA services complete a minimum of twelve (12) hours of formal training each calendar year. Each agency staff providing services to</p> | <p>One of eight employee record review lacked documentation the employee participated in fire and safety training upon employment and annually thereafter.</p> <p>For example: Employee 5's record lacked documentation of orientation training.</p> | <p><i>1. Access Point Family Services will add fire and safety training to the quarterly fire drills. 2. Review employee files and improved fire evacuation procedure. 3. Agency Trainer 4. Monitor on monthly center assessment. Monitor on employee training tracking form.</i></p> | <p><i>1/28/2016</i></p> |



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| <p>participants must: a. Participate in fire and safety training upon employment and annually thereafter.</p> | | | |
| <p>16.03.21.410.01.b.ii 410. GENERAL TRAINING REQUIREMENTS FOR DDA STAFF. Each DDA must ensure that all training of staff specific to service delivery to the participant is completed as follows: 01. Yearly Training. The DDA must ensure that staff or volunteers who provide DDA services complete a minimum of twelve (12) hours of formal training each calendar year. Each agency staff providing services to participants must: b. Be certified in CPR and first aid within ninety (90) days of hire and maintain current certification thereafter; and ii. Each agency staff person must have age appropriate CPR and first aid certification for the participants he serves. (7-1-11)</p> | <p>One of eight employee record review lacked documentation of age appropriate CPR and first aid certification for the participants he serves.</p> <p>For example: Employee 6's CPR/1st Aid certificate dated 03/17/12-03/14 lacked documentation the certificate addressed children CPR/1st Aid.</p> | <p>1. During intake for all new employees, children's CPR/First aid will be discussed. When an employee completes CPR/First aid, the staff's CPR/First aid certificate will be review for children's endorsement. If not child specific, the employee will be required to complete CPR/First aid relevant to children and removed from schedules. 2. Employee files were reviewed for children's cpr/first aid. 3. Administrative staff 4. CPR/First aid certification will be review upon completion of training.</p> | <p>1/28/2016</p> |
| <p>16.03.21.601.01.d. 601. Each DDA certified under these rules must maintain accurate, current, and complete participant and administrative</p> | <p>One of four participant record lack evidence the profile sheet contains the rule requirements.</p> | <p>1. Review participant's current health and physical for any changes to allergies, medications, and/or medical limitations. Any changes will be noted and dated on</p> | <p>1/28/2016</p> |



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| <p>records. These records must be maintained for at least five (5) years. Each participant record must support the individual's choices, interests, and needs that result in the type and amount of each service provided. Each participant record must clearly document the date, time, duration, and type of service, and include the signature of the individual providing the service, for each service provided. Each signature must be accompanied both by credentials and the date signed. Each agency must have an integrated participant records system to provide past and current information and to safeguard participant confidentiality under these rules.</p> <p>01. General Records Requirements. Each participant record must contain the following information:</p> <p>d. Profile sheet containing the identifying information reflecting the current status of the participant, including residence and living arrangement, contact information, emergency contacts, physician, current medications, allergies, special dietary or medical needs, and any other information required to provide safe and effective care; (7-1-11)</p> | <p>For example: Participant 4's two profile sheets dated 5/25/15 and 12/30/15 indicate no allergies but both H&Ps in the file dated 2/6/14 and 2/5/15 state he is allergic to Abilify.</p> | <p><i>participant's profile sheet.</i></p> <p><i>2. Review all participant record to ensure participant profile sheet is in line with current health and physical with regards to the current health and physical.</i></p> <p><i>3. Clinical Supervisors</i></p> <p><i>4. Monitored through bi-annual file audit.</i></p> | |



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| Agency Representative & Title: Heath Ivers <i>* By entering my name</i> | Date Submitted: 1/28/2016 |
| Department Representative & Title: Pam Loveland-Schmidt, L&C <i>* By entering my name and title, I approve of this plan of correction as it is written on the date identified.</i> | Date Approved: 1/29/2016 |