



IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**

Division of Licensing & Certification

DDA/ResHab Certification - Statement of Deficiencies

<b>Agency:</b>	HISWay, LLC	<b>Region(s):</b>	4
<b>Agency Type:</b>	Developmental Disabilities Agency	<b>Survey Dates:</b>	4/19/16-4/22/16
<b>Certificate(s):</b>	DDA-5334C	<b>Certificate(s) Granted:</b>	<input type="checkbox"/> 6 - Month Provisional <input checked="" type="checkbox"/> 1 - Year Full <input type="checkbox"/> 3 - Year Full

<b>Rule Reference/Text</b>	<b>Findings</b>	<b>Agency's Plan of Correction (Please refer to the Statement of Deficiencies cover letter for guidance)</b>	<b>Date to be Corrected (mm/dd/yyyy)</b>
16.03.21.500.04. 500. FACILITY STANDARDS FOR AGENCIES PROVIDING CENTER-BASED SERVICES. The requirements in Section 500 of this rule, apply when an agency is providing center-based services. 04. Evacuation Plans. Evacuation plans must be posted throughout the center. Plans must indicate point of orientation, location of all fire extinguishers, location of all fire exits, and designated meeting area outside of the building. (7-1-11)	A walkthrough of the agency's center revealed that evacuation plans posted did not identify the location of all fire extinguishers. Furthermore, evacuation plans posted did not indicate the point of orientation.	<ol style="list-style-type: none"> <li>1. HISway, LLC will create new evacuation plans that identify all fire extinguisher locations for DDA center use and post them according to rule. Evacuation plans will be revised to indicate points of orientation.</li> <li>2. HISway, LLC will review how detected deficiencies might impact other systems, and if found will take appropriate steps to ensure facility standards are brought up to rule requirements.</li> <li>3. DDA Director will ensure that corrective actions steps are taken to remedy deficiency.</li> <li>4. Quarterly Facility Inspection reports will be modified to review facility</li> </ol>	5/20/2016



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		<i>evacuation plans, including fire extinguisher location and point of orientation.</i>	
<p>16.03.21.500.06.a 500. FACILITY STANDARDS FOR AGENCIES PROVIDING CENTER-BASED SERVICES. The requirements in Section 500 of this rule, apply when an agency is providing center-based services. 06. Housekeeping and Maintenance Services. a. The interior and exterior of the center must be maintained in a clean, safe, and orderly manner and must be kept in good repair; (7-1-11)</p>	<p>A walkthrough of the agency's center determined that areas within the interior of the center were not maintained in good repair.</p>	<p><i>1. Items identified will be repaired in accordance with rule, and quarterly facility inspections reports will include further facility standards requirements going forward. 2. HISway, LLC will review how detected deficiencies might impact other systems, and if found will take appropriate steps to ensure facility standards are brought up to rule requirements. 3. DDA Director will ensure that corrective action steps are taken to remedy deficiency. 4. Quarterly facilities inspection report will be revised to include necessary components that will identify any deficiencies going forward.</i></p>	<p><i>5/20/2016</i></p>
<p>16.03.21.601.01.c. 601. Each DDA certified under these rules must maintain accurate, current,</p>	<p>Review of agency documentation revealed that 1 out of 2 participant records reviewed lacked the results of a</p>	<p><i>1. HISway, LLC will obtain the necessary assessment and ensure that it is kept in the participant record. Quarterly review</i></p>	<p><i>5/20/2016</i></p>



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<p>and complete participant and administrative 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>c. When a participant has had a</p>	<p>psychological or psychiatric assessment.</p> <p>For example:</p> <p>Records for participant #1 noted that the participant had a psychological assessment completed in the past; however the participant's record did not contain the results of the psychological assessment.</p>	<p><i>reports will identify documentation that is needed going forward.</i></p> <p><i>2. HISway, LLC will conduct reviews off all participant records to identify further deficiencies. If further deficiencies are found proper documentation will be obtained and placed in the participant record.</i></p> <p><i>3. DDA Director will ensure implementation of corrective action.</i></p> <p><i>4. Going forward Quarterly Review Reports will be conducted that will identify needed documentation/assessments.</i></p>	



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<p>psychological or psychiatric assessment, the results of the assessment must be maintained in the participant's record. (7-1-11)</p>			
<p>16.03.21.601.01.d. 601. Each DDA certified under these rules must maintain accurate, current, and complete participant and administrative 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</p>	<p>Review of agency documentation revealed that 1 out of 2 participant records failed to identify the current medications on the participant profile sheet.</p> <p>For example:</p> <p>Records for participant #2 revealed that the participant's currently takes medications; however the participant's profile sheet did not indicate any medication.</p>	<ol style="list-style-type: none"> <li>1. HISway, LLC will revise the participant profile to ensure that it is brought into compliance with rule. Quarterly review reports will be conducted that will identify possible future deficiencies.</li> <li>2. HISway, LLC will review participant record profiles to ensure that any medication taken is listed according to rule. If any further deficiencies are identified HISway, LLC will revise the participant profile to ensure compliance with rule.</li> <li>3. DDA Director will ensure implementation of corrective action.</li> <li>4. Quarterly review reports will be conducted to ensure that deficiencies are identified and corrected going forward.</li> </ol>	<p>5/20/2016</p>



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an integrated participant records system to provide past and current information and to safeguard participant confidentiality under these rules. 01. General Records Requirements. Each participant record must contain the following information: 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)			
16.03.21.601.01.e. 601. Each DDA certified under these rules must maintain accurate, current, and complete participant and administrative records. These records	Review of agency documentation revealed that 1 out 2 participant records reviewed (participant #2) did not contain a copy of the medical, social and developmental assessment that reflects	<i>1. HISway, LLC will obtain required documentation and ensure that it is placed into the participant record. Quarterly review reports will be revised to ensure compliance of rule.</i>	<i>5/20/2016</i>



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<p>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>e. Medical, social, and developmental information and assessments that reflect the current status of the participant; and</p>	<p>the current status of the participant.</p>	<p>2. HISway, LLC will review participant records to ensure compliance with rule. If deficiencies are identified HISway, LLC will obtain needed documentation and place in the participant record.</p> <p>3. DDA Director will ensure implementation of corrective action.</p> <p>4. Quarterly review reports will be utilized to ensure participant records and documentation are maintained in accordance with rule.</p>	



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(7-1-11)			
<p>16.03.21.601.01.f. 601. Each DDA certified under these rules must maintain accurate, current, and complete participant and administrative 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</p>	<p>Review of agency documentation revealed that 1 out of 2 participant records reviewed (participant #2) contained an intervention evaluation that was not signed with credentials and dated by the respective evaluator.</p>	<ol style="list-style-type: none"> <li>1. HISway, LLC will sign, credential, date evaluations in accordance with Rule. Quarterly review reports will ensure that participant records are maintained in accordance with rule.</li> <li>2. HISway, LLC will conduct a review of participant records to ensure further deficiencies are found and addressed. If further deficiencies are found participant records will be revised to ensure adherence to rule.</li> <li>3. DDA Director will ensure implementation of Plan of correction.</li> <li>4. Quarterly review reports will be conducted that address participant records in order to identify and bring into compliance identified deficiencies.</li> </ol>	<p>5/20/2016</p>



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confidentiality under these rules. 01. General Records Requirements. Each participant record must contain the following information: f. Intervention evaluation. An evaluation must be completed or obtained by the agency prior to the delivery of the intervention service. The evaluation must include the results, test scores, and narrative reports signed with credentials and dated by the respective evaluators. (7-1-11)			

<b>Agency Representative &amp; Title:</b> Michael Robinson- DDA Director  <a href="#">* By entering my name and title, I agree to implement this plan of correction as stated above.</a>	<b>Date Submitted:</b> 5/6/2016
<b>Department Representative &amp; Title:</b> <a href="#">Click here to enter text.</a>  <a href="#">* By entering my name and title, I approve of this plan of correction as it is written on the date identified.</a>	<b>Date Approved:</b> 5/16/2016