

General Staffing Requirements

Employee Name(s); Date of Hire; & Corresponding number(s):	>>>				
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General Staffing Requirements

Rule Requirement	Employee record	Note: The policy section is for the staff completing the administrative section of rule <u>and</u> the employee section is for the staff completing employee record requirements.								
	Y-N-N/A	List Participant Name and reason for non-compliance in this section:								
Employee Name>>>										
16.03.21.009.01. 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)										
16.03.21.009.02. Requirement to Report Additional Criminal Convictions, Pending Investigations, or Pending Charges. Once an employee, subcontractor, agent of the agency, or volunteer delivering DDA services has received a criminal history clearance, any additional criminal convictions, pending investigations, or pending charges must be reported to the Department or its designee when the agency learns of the convictions, investigations, or charges. (7-1-11)										
16.03.21.410.01.b. Be certified in CPR and first aid within ninety (90) days of hire and maintain current certification thereafter; and (7-1-11)										
16.03.21.410.01.b.i. The agency must ensure that CPR and first-aid trained staff are present or accompany participants when services or DDA-sponsored activities are being provided. (7-1-11)										
16.03.21.410.01.b.ii. Each agency staff person must have age appropriate CPR and first aid certification for the participants he serves. (7-1-11)										
16.03.21.511.04. Assistance with Medication. An agency may choose to assist participants with medications; however, only a licensed nurse or other licensed health professional may administer medications. Prior to unlicensed agency staff assisting participants with medication, the following conditions must be in place: (7-1-11) a. <u>Each staff person assisting with participant medications</u> must successfully complete and follow the "Assistance with Medications" course available through the Idaho Professional Technical Education Program, a course approved by the Idaho State Board of Nursing, or other Department-approved training; (7-1-11)										

Parent or Legal Guardian

16.03.21.400.09. Parent or Legal Guardian of Participant. A DDA may not hire the parent or legal guardian of a participant to provide services to the parent's or legal guardian's child. (7-1-11)					
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Volunteers

16.03.21.420 - If volunteers are utilized by a DDA, the agency must establish written policies and procedures governing the screening, training, and utilization of volunteer workers. (7-1-11)					
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Training Requirements

[Employee Name\(s\) & Corresponding number\(s\): >](#)

Rule Requirement	Does the agency have a policy?	Employee record	Note: The policy section is for the staff completing the administrative section of rule <u>and</u> the employee section is for the staff completing employee record requirements.								
	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	List Participant Name and reason for non compliance in this section:
Employee Name>>>											
16.03.21.410.01. 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: (7-1-11)											
a. Participate in fire and safety training upon employment and annually thereafter;											
b. Be certified in CPR and first aid within ninety (90) days of hire and maintain current certification thereafter; and (7-1-11)											Complete General Staffing section
i. The agency must ensure that CPR and first-aid trained staff are present or accompany participants when services or DDA-sponsored activities are being provided. (7-1-11)											Complete General Staffing section
ii. Each agency staff person must have age appropriate CPR and first aid certification for the participants he serves. (7-1-11)											Complete General Staffing section
c. Be trained to meet any special health or medical requirements of the participants they serve. (7-1-11)											
02. Sufficient Training. Training of all staff must include the following as applicable to their work assignments and responsibilities: (7-1-11)											
a. Optimal independence of all participants is encouraged, supported, and reinforced through appropriate activities, opportunities, and training; (7-1-11)											
b. Correct and appropriate use of assistive technology used by participants; (7-1-11)											
c. Accurate record keeping and data collection procedures; (7-1-11)											
d. Adequate observation, review, and monitoring of staff, volunteer, and participant performance to promote the achievement of participant goals and objectives; (7-1-11)											
e. Participant's rights, advocacy resources, confidentiality, safety, and welfare; and (7-1-11)											
f. The proper implementation of all policies and procedures developed by the agency. (7-1-11)											
03. Additional Training for Professionals. Training of all professional staff must include the following as applicable to their work assignments and responsibilities: (7-1-11)											
a. Correct and consistent implementation of all participants' individual program plans and implementation plans, to achieve individual objectives; (7-1-11)											
b. Consistent use of behavioral and developmental programming principles and the use of positive behavioral intervention techniques. (7-1-11)											

Administrator Qualifications & Duties

[Employee Name\(s\) & Corresponding number\(s\): >](#)

Employee Number>>>					
Rule Requirement	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	List Employee Name and reason for non compliance:
16.03.21.400.01. Agency Administrator Duties. The agency administrator is accountable for the overall operations of the agency including ensuring compliance with this chapter of rules, overseeing and managing staff, developing and implementing written policies and procedures, and overseeing the agency's quality assurance program. (7-1-11)					
16.03.21.400.02. Agency Administrator Qualifications. An agency administrator must have two (2) years of supervisory or management experience in a developmental disabilities services setting. (7-1-11)					
16.03.21.400.05. Limitations. If an agency administrator or a clinical supervisor also works as a professional delivering direct services, the agency must have policies and procedures demonstrating how the agency will continue to meet agency staffing requirements in Subsections 400.01 through 400.04 of this rule. (7-1-11) Children's Program Only					If the Administrator works as a professional delivering direct services confirm the agency has a policy addressing the staffing requirements. In addition, complete the professional requirements and monthly supervision sections for this individual.

Clinical Supervisor Qualifications & Duties

[Employee Name\(s\) & Corresponding number\(s\): >](#)

Employee Number>>>					
Rule Requirement	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	List Employee Name and reason for non compliance:
16.03.21.400.03. Clinical Supervisor Duties. A clinical supervisor must be employed by the DDA on a continuous and regularly scheduled basis and be readily available on-site to provide for: (7-1-11) Children's Program Only					
16.03.21.400.03.a. The supervision of service elements of the agency, including face to face supervision of agency staff providing direct care services; and (7-1-11) Children's Program Only					
16.03.21.400.03.b. The observation and review of the direct services performed by all paraprofessional and professional staff on at least a monthly basis, or more often as necessary, to ensure staff demonstrate the necessary skills to correctly provide the DDA services. (7-1-11) Children's Program Only					
16.03.21.400.04. Clinical Supervisor Qualifications. A person qualified to act as clinical supervisor of a DDA must meet the following requirements: a. Must hold at least a bachelor's degree in a human services field from a nationally accredited university or college; and (7-1-11) Children's Program Only					
16.03.21.400.04.b. Must provide documentation of one (1) year's supervised experience working with the population served; and (7-1-11) Children's Program Only					
16.03.21.400.04.c. Must demonstrate competencies related to the requirements to provide intervention services as required by the Department; and (7-1-11) Children's Program Only					
16.03.21.400.04.d. Must complete additional coursework as required by the Department; or (7-1-11) Children's Program Only					
16.03.21.400.04.f. The agency administrator and clinical supervisor can be the same individual. (7-1-11) Children's Program Only					
16.03.21.400.05. Limitations. If an agency administrator or a clinical supervisor also works as a professional delivering direct services, the agency must have policies and procedures demonstrating how the agency will continue to meet agency staffing requirements in Subsections 400.01 through 400.04 of this rule. (7-1-11) Children's Program Only					If the Clinical Supervisor works as a professional delivering direct services confirm the agency has a policy addressing the staffing requirements. In addition, complete the professional requirements and monthly supervision sections for this individual.

Professional Qualifications & Duties

[Employee Name\(s\) & Corresponding number\(s\):>](#)

16.03.21.400.06. Professionals. The agency must ensure that staff providing intervention services have the appropriate licensure or certification required to provide services. To assure compliance, must meet:

IDAPA 16.03.10.661.11. Professional. A person qualified to provide direct intervention services which include habilitative intervention, therapeutic consultation, family education, family training, interdisciplinary training, and crisis intervention. (7-1-11)

Developmental Specialist - Adult DDA Services Only:

Employee Number>>>					
Rule Requirement	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	List Employee Number and reason for non compliance:
16.03.10.655 (Used to verify the requirement in 16.03.21.400) 01. Developmental Specialist for Adults. To be qualified as a Developmental Specialist for adults, a person must have a minimum of two hundred forty (240) hours of professionally-supervised experience with individuals who have developmental disabilities and either: (7-1-11)					
16.03.21.400.06. Professionals. The agency must ensure that staff providing intervention services have the appropriate licensure or certification required to provide services. A person qualified to provide intervention services must also meet the following minimum requirements: (7-1-11)					
16.03.21.400.06.a. Must hold at least a bachelor's degree in a human services field from a nationally accredited university or college; (7-1-11) & 16.03.10.655.01.a. Possess a bachelor's or master's degree in special education, early childhood special education, speech and language pathology, applied behavioral analysis, psychology, physical therapy, occupational therapy, social work, or therapeutic recreation; or (7-1-11)					
16.03.10.655.01.b. Possess a bachelor's or master's degree in an area not listed above in Subsection 657.05.a. of this rule and have: (7-1-11) i. Completed a competency course jointly approved by the Department and the Idaho Association of Developmental Disabilities Agencies that relates to the job requirements of a Developmental Specialist; and (7-1-11)					
16.03.10.655.01.b.ii. Passed a competency examination approved by the Department. (7-1-11)					
16.03.10.655.01.c. Any person employed as a Developmental Specialist in Idaho prior to May 30, 1997, unless previously disallowed by the Department, will be allowed to continue providing services as a Developmental Specialist as long as there is not a gap of more than three (3) years of employment as a Developmental Specialist. (7-1-11)					
16.03.21.400.06.b. Must provide documentation of one (1) year's supervised experience working with participants with developmental disabilities; (7-1-11)					
16.03.21.400.06.c. Must demonstrate competencies related to the requirements to provide intervention services as required by the Department; and (7-1-11)					
16.03.21.400.06.d. Must complete a supervised practicum and additional coursework as required by the Department; (7-1-11)					
16.03.21.400.08. Records of Licenses or Certifications. The agency must maintain documentation of the staff qualifications, including copies of applicable licenses and certificates. (7-1-11)					
11. Professional. A person qualified to provide direct intervention services which include habilitative intervention, therapeutic consultation, family education, family training, interdisciplinary training, and crisis intervention. (7-1-11)					

Professional (Habilitative Interventionist) Child DDA Services Only:

Employee Number>>>					
Rule Requirement	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	List Employee Number and reason for non compliance:
16.03.10.685.03 Habilitative Intervention. Habilitative intervention must be provided by a DDA certified to provide both support and intervention services under IDAPA 16.03.21, "Developmental Disabilities Agencies (DDA)," and is capable of supervising the direct services provided, or by the Infant Toddler Program. Providers of habilitative intervention must meet the following minimum qualifications: (7-1-13)					
16.03.10.685.03.a. Must hold at least a bachelor's degree in a human services field from a nationally-accredited university or college; (7-1-11)					
16.03.10.685.03.b. Must be able to provide documentation of one (1) year's supervised experience working with children with					

developmental disabilities. Experience must be gained through paid employment or university practicum experience or internship; (7-1-11)					
16.03.10.685.03.c. Must complete competency coursework approved by the Department to demonstrate competencies related to the requirements to provide habilitative intervention; or (7-1-11)					
16.03.10.685.03.d. Individuals working as Developmental Specialists for children age birth through three (3) or three (3) through 17, and individuals certified as Intensive Behavioral Intervention professionals prior to July 1, 2011, are qualified to provide habilitative intervention until June 30, 2013. The individual must meet the requirements of the Department-approved competency coursework by June 30, 2013 to maintain his certification. (7-1-11)					
Birth to 3 Staff - Infant/Toddler					
16.03.10.685.04. Habilitative Intervention for Children Birth to Three . In addition to the habilitative intervention qualifications listed in Subsections 685.04.a. through d. of this rule, habilitative intervention staff serving infants and toddlers from birth to three (3) years of age must have a minimum of two hundred forty (240) hours of professionally supervised experience with young children who have developmental disabilities and one (1) of the following: (7-1-11)					
16.03.10.685.04.a. An Elementary Education Certificate or Special Education Certificate with an Endorsement in Early Childhood Special Education; or (7-1-11)					
16.03.10.685.04.b. A Blended Early Childhood/Early Childhood Special Education (EC/ECSE) Certificate; or (7-1-11)					
16.03.10.685.04.c. A bachelor's or master's degree in special education, elementary education, speech-language pathology, early childhood education, physical therapy, occupational therapy, psychology, social work, or nursing plus a minimum of twenty-four (24) semester credits in Early Childhood/Early Childhood Special Education (EC/ECSE) from an accredited college or university. Courses taken must appear on college or university transcripts and must cover the following standards in their content: (7-1-11)					
16.03.10.685.04.c.i. Promotion of development and learning for children from birth to three (3) years; (7-1-11)					
16.03.10.685.04.c.ii. Assessment and observation methods for developmentally appropriate assessment of young children; (7-1-11)					
16.03.10.685.04.c.iii. Building family and community relationships to support early interventions; (7-1-11)					
16.03.10.685.04.c.iv. Development of appropriate curriculum for young children, including IFSP and IEP development; (7-1-11)					
16.03.10.685.04.c.v. Implementation of instructional and developmentally effective approaches for early learning, including strategies for children who are medically fragile and their families; and (7-1-11)					
16.03.10.685.04.c.vi. Demonstration of knowledge of policies and procedures in special education and early intervention and demonstration of knowledge of exceptionalities in children's development. (7-1-11)					
16.03.10.685.04.d. Electives closely related to the content under Subsection 685.04.c.iii. of this rule may be approved by the Department with a recommendation from an institution of higher education. (7-1-11)					
16.03.10.685.04.e. Developmental specialists who possess a bachelor's or master's degree listed above under Subsection 685.04.c.ii. of this rule, have completed a minimum of twenty (20) semester credits in EC/ECSE, and with Department approval are serving children under three (3) years of age as of July 1, 2005, will be allowed to continue providing services in accordance with their approved, conditional hiring agreement. (7-1-11)					
16.03.10.685.04.f. When the Department in its role as lead agency for implementation of Part C of the Individuals with Disabilities Education Act (IDEA) has determined that there is a shortage of such qualified personnel to meet service needs in a specific geographic area: (7-1-11)					
16.03.10.685.04.f.i. The Department may approve the most qualified individuals who are demonstrating satisfactory progress toward completion of applicable course work in accordance with the individual's approved plan to meet the required standard within three (3) years of being hired. (7-1-11)					
16.03.10.685.04.f.ii. Satisfactory progress will be determined on an annual review by the Department. (7-1-11)					
16.03.10.685.04.f.iii. Individuals who have an approved plan for					

completion of twenty (20) semester credits in EC/ECSE prior to July 1, 2005, will be allowed to continue providing services so long as they demonstrate satisfactory progress on the plan and complete the requirements on the plan within three (3) years of their date of hire. (7-1-11)

Family Training - Children Services Only

16.03.10.685.01. Family Training. Providers of family training must meet the requirements for habilitative intervention providers defined in Subsections 685.03 and 685.04 of this rule. (7-1-11)

Paraprofessional Qualifications & Duties

[Employee Name\(s\) & Corresponding number\(s\): >](#)

Paraprofessionals

Developmental Therapy Paraprofessionals - Adult Services Only:

Employee Number>>>					
Rule Requirement	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	List Employee Number and reason for non compliance:
16.03.21.400.07. Paraprofessionals. A person qualified to provide support services must meet the following minimum requirements: (7-1-11) a. Meet the qualifications prescribed for the type of services to be rendered; (7-1-11)					
16.03.21.410.07.b. Have received instructions in the needs of the participant who will be provided the service; and (7-1-11)					
16.03.21.410.07.c. Demonstrate the ability to provide services according to a plan of service. (7-1-11)					
16.03.21.410.08. Records of Licenses or Certifications. The agency must maintain documentation of the staff qualifications, including copies of applicable licenses and certificates. (7-1-11)					
16.03.10.655.02. Developmental Therapy Paraprofessionals. (Used to verify the requirement in 16.03.21.400) Paraprofessionals, such as aides or therapy technicians, may be used by an agency to provide developmental therapy if they are under the supervision of a Developmental Specialist. A developmental therapy paraprofessional must be at least seventeen (17) years of age. (7-1-13)					

Habilitative Supports Staff - Children DDA Services Only:

Employee Number>>>					
Rule Requirement	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	List Employee Number and reason for non compliance:
16.03.10.665.02 (Used to verify 16.03.21.400.07.a above) a. Must be at least eighteen (18) years of age; (7-1-11)					
16.03.10.665.02.b. Must be a high school graduate or have a GED; (7-1-11)					
16.03.10.665.02.c. Have received instructions in the needs of the participant who will be provided the service; (7-1-11)					
16.03.10.665.02.d. Demonstrate the ability to provide services according to a plan of service; (7-1-11)					
16.03.10.665.02.e. Must have six (6) months supervised experience working with children with developmental disabilities. This can be achieved in the following ways: (7-1-11) i. Have previous work experience gained through paid employment, university practicum experience, or internship; or (7-1-11) (This requirement is for when services are provided for children)					
16.03.10.665.02.e.ii. Have on-the-job supervised experience gained through employment at a DDA or the Infant Toddler Program with increased supervision. Experience is gained by completing at least six (6) hours of job shadowing prior to the delivery of direct support services, and a minimum of weekly face-to-face supervision with the clinical supervisor for a period of six (6) months while delivering services. (7-1-13) (This requirement is for when services are provided for children)					
16.03.10.665.02.f. Must complete competency coursework approved by the Department to demonstrate competencies related to the requirements to provide habilitative supports. (7-1-11) (This requirement is for when services are provided for children)					

Family Education

[Employee Name\(s\) & Corresponding number\(s\): >](#)

16.03.21.400.06. Professionals. The agency must ensure that staff providing intervention services have the appropriate licensure or certification required to provide services. To assure compliance, must meet:
 IDAPA 16.03.10.661.11. Professional. A person qualified to provide direct intervention services which include habilitative intervention, therapeutic consultation, family education, family training, interdisciplinary training, and crisis intervention. (7-1-11)

Family Education Staff:

Employee Number>>>					
Rule Requirement	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	List Employee Number and reason for non compliance:
16.03.10.665.03					
a. Must hold at least a bachelor's degree in a human services field from a nationally-accredited university or college, and has: (7-1-11)					
i. One (1) year experience providing care to children with developmental disabilities; (7-1-11)					
ii. Must complete competency coursework approved by the Department to demonstrate competencies related to the requirements to provide family education; or (7-1-11)					
ii. Must complete competency coursework approved by the Department to demonstrate competencies related to the requirements to provide family education; or (7-1-11)					Must meet above requirements as of 07/01/13.
c. Each professional providing family education services must complete at least twelve (12) hours of yearly training, six (6) hours of which must cover behavior methodology or interventions shown to be effective. If the individual has not completed the required training during any yearly training period, he may not provide family education services beginning with the anniversary date of the following period, and thereafter, until the required number of training hours have accumulated. As training hours accumulate, they will be accounted first to any training-deficient prior yearly period before being applied to the current annual training period. Training hours may not be earned in a current annual training period to be applied to a future training period. (7-1-11)					

Family Education for Children Birth to Three

Employee Number>>>					
Rule Requirement	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	List Employee Number and reason for non compliance:
16.03.10.665.04 In addition to the family education qualifications listed in Subsections 665.03.a. through 665.03.c. of this rule, family education staff serving infants and toddlers from birth to three (3) years of age must have a minimum of two hundred forty (240) hours of professionally-supervised experience with young children who have developmental disabilities and one (1) of the following: (7-1-11)					
a. An Elementary Education Certificate or Special Education Certificate with an Endorsement in Early Childhood Special Education; or (7-1-11)					
b. A Blended Early Childhood/Early Childhood Special Education (EC/ECSE) Certificate; or (7-1-11)					
c. A bachelor's or master's degree in special education, elementary education, speech-language pathology, early childhood education, physical therapy, occupational therapy, psychology, social work, or nursing plus a minimum of twenty-four (24) semester credits in Early Childhood/Early Childhood Special Education (EC/ECSE) from an accredited college or university. Courses taken must appear on college or university transcripts and must cover the following standards in their content: (7-1-11)					
i. Promotion of development and learning for children from birth to three (3) years; (7-1-11)					
ii. Assessment and observation methods for developmentally appropriate assessment of young children; (7-1-11)					
iii. Building family and community relationships to support early interventions; (7-1-11)					
iv. Development of appropriate curriculum for young children, including IFSP and IEP development; (7-1-11)					

v. Implementation of instructional and developmentally effective approaches for early learning, including strategies for children who are medically fragile and their families; and (7-1-11)					
vi. Demonstration of knowledge of policies and procedures in special education and early intervention and demonstration of knowledge of exceptionalities in children's development. (7-1-11)					
d. Electives closely related to the content under Subsection 665.04.c.iii. of this rule may be approved by the Department with a recommendation from an institution of higher education. (7-1-11)					
e. Developmental specialists who possess a bachelor's or master's degree listed above under Subsection 665.04.c.ii. of this rule, have completed a minimum of twenty (20) semester credits in EC/ECSE, and with Department approval are serving children under three (3) years of age as of July 1, 2005, will be allowed to continue providing services in accordance with their approved, conditional hiring agreement. (7-1-11)					
f. When the Department in its role as lead agency for implementation of Part C of the Individuals with Disabilities Education Act (IDEA) has determined that there is a shortage of such qualified personnel to meet service needs in a specific geographic area: (7-1-11)					
i. The Department may approve the most qualified individuals who are demonstrating satisfactory progress toward completion of applicable course work in accordance with the individual's approved plan to meet the required standard within three (3) years of being hired. (7-1-11)					
ii. Satisfactory progress will be determined on an annual review by the Department. (7-1-11)					
iii. Individuals who have an approved plan for completion of twenty (20) semester credits in EC/ECSE prior to July 1, 2005, will be allowed to continue providing services so long as they demonstrate satisfactory progress on the plan and complete the requirements on the plan within three (3) years of their date of hire. (7-1-11)					

Respite

[Employee Name\(s\) & Corresponding number\(s\): >](#)

16.03.21.400.06. Professionals. The agency must ensure that staff providing intervention services have the appropriate licensure or certification required to provide services. To assure compliance, must meet:
 IDAPA 16.03.10.661.11. Professional. A person qualified to provide direct intervention services which include habilitative intervention, therapeutic consultation, family education, family training, interdisciplinary training, and crisis intervention. (7-1-11)

Respite Staff:

Employee Number>>>					
Rule Requirement	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	List Employee Number and reason for non compliance:
16.03.21.400 07. Paraprofessionals. A person qualified to provide support services must meet the following minimum requirements: (7-1-11) a. Meet the qualifications prescribed for the type of services to be rendered; (7-1-11)					
16.03.10.665.01 (Used to verify 16.03.21.400.07.a above)					
01. Respite. Respite services may be provided by an agency that is certified as a DDA and is capable of supervising the direct services provided, by an independent respite provider, or by the Infant Toddler Program. An independent respite provider is an individual who has entered into a provider agreement with the Department. Providers of respite services must meet the following minimum qualifications: (7-1-13)					
a. Must be at least sixteen (16) years of age when employed by a DDA or Infant Toddler Program; or (7-1-13)					
b. Must be at least eighteen (18) years of age and be a high school graduate, or have a GED, to act as an independent respite provider; and (7-1-11)					
c. Meet the qualifications prescribed for the type of services to be rendered, or must be an individual selected by the participant, the family, or the participant's guardian; and (7-1-11)					
d. Have received instructions in the needs of the participant who will be provided the service; and (7-1-11)					
e. Demonstrate the ability to provide services according to a plan of service; and (7-1-11)					
f. Must satisfactorily complete a criminal history background check in accordance with IDAPA 16.05.06 "Criminal History and Background Checks"; and (7-1-11)					Address under General Staffing section 16.03.21.009.01 & 02
g. When employed by a DDA or Infant Toddler Program, must be certified in CPR and first aid in accordance with the general training requirements under IDAPA 16.03.21, "Developmental Disabilities Services (DDA)." Independent respite providers must be certified in CPR and first aid prior to delivering services, and must maintain current certification thereafter. (7-1-13)					Address under General Staffing section 16.03.21.410.01.b.i & ii

Therapeutic Consultation

[Employee Name\(s\) & Corresponding number\(s\): >](#)

16.03.21.400.06. Professionals. The agency must ensure that staff providing intervention services have the appropriate licensure or certification required to provide services. To assure compliance, must meet:
 IDAPA 16.03.10.661.11. Professional. A person qualified to provide direct intervention services which include habilitative intervention, therapeutic consultation, family education, family training, interdisciplinary training, and crisis intervention. (7-1-11)

Therapeutic Consultation Staff:

Employee Number>>>					
Rule Requirement	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	List Employee Number and reason for non compliance:
16.03.10.685.05. Therapeutic Consultation. Therapeutic consultation may be provided by a DDA certified to provide both supports and intervention services under IDAPA 16.03.21, "Developmental Disabilities Agencies (DDA)," by an independent Medicaid provider under agreement with the Department, or by the Infant Toddler Program. Providers of therapeutic consultation must meet the following minimum qualifications: (7-1-13)					
a. Doctoral or Master's degree in psychology, education, applied behavioral analysis, or have a related discipline with one thousand five hundred (1500) hours of relevant coursework or training, or both, in principles of child development, learning theory, positive behavior support techniques, dual diagnosis, or behavior analysis (may be included as part of degree program); and (7-1-11)					
b. Two (2) years relevant experience in designing and implementing comprehensive behavioral therapies for children with DD and challenging behavior. (7-1-11)					
c. Therapeutic consultation providers who provide direct care or services must satisfactorily complete a criminal history and background check in accordance with IDAPA 16.05.06, "Criminal History and Background Checks." (7-1-11)					Address under General Staffing section 16.03.21.009.01 & 02
d. Therapeutic consultation providers employed by a DDA or the Infant Toddler Program must be certified in CPR and first aid in accordance with the general training requirements under IDAPA 16.03.21 "Developmental Disabilities Services (DDA)." Independent therapeutic consultation providers must be certified in CPR and first aid prior to delivering services, and must maintain current certification thereafter. (7-1-13)					Address under General Staffing section 16.03.21.410.01.b.i & ii

Crisis Intervention

[Employee Name\(s\) & Corresponding number\(s\):>](#)

16.03.21.400.06. Professionals. The agency must ensure that staff providing intervention services have the appropriate licensure or certification required to provide services. To assure compliance, must meet:
 IDAPA 16.03.10.661.11. Professional. A person qualified to provide direct intervention services which include habilitative intervention, therapeutic consultation, family education, family training, interdisciplinary training, and crisis intervention. (7-1-11)

Crisis Intervention

Employee Number>>>					
Rule Requirement	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	List Employee Number and reason for non compliance:
16.03.10.685.06. Crisis Intervention. Crisis intervention may be provided by a DDA certified to provide support and intervention services under IDAPA 16.03.21, "Developmental Disabilities Services (DDA)," by an independent Medicaid provider under agreement with the Department, or by the Infant Toddler Program. Providers of crisis intervention must meet the following minimum qualifications: (7-1-13)					
a. Crisis Intervention professionals must meet the minimum therapeutic consultation provider qualifications described in Subsection 685.05 of this rule. (7-1-11)					
b. Emergency intervention technician providers must meet the minimum habilitative support provider qualifications described under Subsection 665.02 of these rules. (7-1-11)					
c. Crisis intervention providers who provide direct care or services must satisfactorily complete a criminal history and background check in accordance with IDAPA 16.05.06, "Criminal History and Background Checks." (7-1-11)					Address under General Staffing section 16.03.21.009.01 & 02

Weekly and Monthly Supervision

[Employee Name\(s\) & Corresponding number\(s\): >](#)

Weekly and Monthly Review

IDAPA 16.03.21.400.03.a-b - To assure compliance must meet IDAPA 16.03.10.665.05 & 16.03.10.656.01.a-c as listed below:

Children's HI/HS (Monthly supervision and face-to-face supervision)

Clinical Supervisor (16.03.21.400.03) employed by DDA on a continuous and regularly scheduled basis & be readily available on-site a. The supervision of service elements of the agency, including face to face supervision of agency staff providing direct care services; and b. The observation and review of the direct services performed by all paraprofessional and professional staff on at least a monthly basis, or more often as necessary, to ensure staff demonstrate the necessary skills to correctly provide the DDA services. 04. Clinical Supervisor Qualifications. A person qualified to act as clinical supervisor of a DDA must meet the following requirements: a. Must hold at least a bachelor's degree in a human services field from a nationally accredited university or college; and b. Must provide documentation of one (1) year's supervised experience working with the population served; and c. Must demonstrate competencies related to the requirements to provide intervention services as required by the Department; and () d. Must complete a additional coursework as required by the Department; or e. Individuals working as Developmental Specialists or as Intensive Behavioral Interventionists prior to July 1, 2011, are qualified to provide clinical supervision until June 30, 2013. The individual must meet the requirements of the Department-approved competency coursework by June 30, 2013, to maintain their certification. f. The agency administrator and clinical supervisor can be the same individual. 05. Limitations. If an agency administrator or a clinical supervisor also works as a professional delivering direct services, the agency must have policies and procedures demonstrating how the agency will continue to meet agency staffing requirements in Subsections 400.01 through 400.04 of this rule.

16.03.10.665.05. Requirements for Clinical Supervision. All DDA services must be provided under the supervision of a clinical supervisor. The clinical supervisor must meet the qualifications to provide habilitative intervention as defined in Section 685 of these rules. Clinical supervisor(s) are professionals employed by a DDA on a continuous and regularly scheduled basis.

- a. The **clinical supervisor** is responsible for the **oversight and supervision of service and support elements** of the agency, including **face-to-face supervision** of agency staff providing direct services.
- b. The clinical supervisor must **observe and review the direct services** performed by all **paraprofessional** and **professional staff** on a **monthly basis, or more often as necessary**, to ensure staff **demonstrate the necessary skills to correctly provide the services and support**.
- c. Each DDA must employ an adequate number of clinical supervisors to ensure quality service delivery and participant satisfaction.

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IDAPA 16.03.21.400.03.a-b - To assure compliance must meet IDAPA 16.03.10.665.b-c as listed below:

Adult Developmental Therapy Monthly Observation and Weekly Supervision

16.03.10.656.GENERAL STAFFING REQUIREMENTS.

01. Standards for Paraprofessionals Providing Developmental Therapy. When a paraprofessional provides developmental therapy, the agency must ensure adequate supervision by a qualified professional during its service hours. All paraprofessionals must meet the training requirements under IDAPA 16.03.21, Section 410 and must meet the qualifications under Section 655 of these rules. A paraprofessional providing developmental therapy must be supervised by a Developmental Specialist. For paraprofessionals to provide developmental therapy in a DDA, the agency must adhere to the following standards:

- a. Limits to Paraprofessional Activities. The agency must ensure that paraprofessionals do not conduct participant assessments, establish a plan of service or develop a Program Implementation Plan. These activities must be conducted by a professional qualified to provide the service.
- b. Frequency of Supervision. The agency must ensure that a professional qualified to provide the service must, for all paraprofessionals under his supervision, on a weekly basis or more often if necessary:
 - i. Give instructions; ii. Review progress; and iii. Provide training on the program(s) and procedures to be followed.
- c. Professional Observation. The agency must ensure that a professional qualified to provide the service must, on a monthly basis or more often if necessary, observe and review the work performed by the paraprofessional under his supervision, to ensure the paraprofessional has been trained on the program(s) and demonstrates the necessary skills to correctly implement the program(s).

Adult DT Monthly & Weekly Supervision

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