

201 Administration

Rule Requirement	Y-N-N/A	Comments
01. Scope. Each residential habilitation agency must be organized and administered under one authority. If other than a single owner or partnership, the agency must have a governing board which assumes full legal responsibility for the overall conduct of the agency. (3-20-04)		
02. Structure. The administrative responsibilities of the agency must be documented by means of a current organizational chart. (3-20-04)		
03. Responsibilities. The governing authority must assume responsibility for: (3-20-04)		
a. Adopting appropriate organizational bylaws and policies and procedures (3-29-12)		
b. Appointing an administrator qualified to carry out the agency's overall responsibilities in relation to written policies and procedures and applicable state and federal laws. The administrator must participate in deliberation of policy decisions concerning all services; (3-29-12)		
c. Providing a continuing and annual program of overall agency evaluation; (3-29-12)		
d. Assuring that appropriate training, space requirements, support services, and equipment for residential habilitation agency staff are provided to carry out assigned responsibilities; and (3-29-12)		
e. Cooperating in participating in a system by which to coordinate with other service providers' continuity of the delivery of residential habilitation services in the plan of service. (3-20-04)		

202 Administrator

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

Administrator(s) name(s):		
Rule Requirement	Y-N-N/A	Comments
An administrator is responsible and accountable for implementing the policies and procedures approved by the governing authority. (3-20-04)		
01. Administrator Qualifications. Each agency must have a designated administrator who: (3-20-04)		
a. Is at least twenty-one (21) years of age; (3-29-12)		
b. Has satisfactorily completed a criminal history check in accordance with IDAPA 16.05.06, "Criminal History and Background Checks"; and (3-20-04)		
c. Has a minimum of three (3) years of experience in service delivery to persons with developmental disabilities with at least one (1) year having been in an administrative role. (7-1-95)		
02. Absences. The administrator must designate, in writing, a qualified person to perform the functions of the administrator to act in his absence. (3-20-04)		
03. Responsibilities. The administrator, or his designee, must assume responsibility for: (3-20-04)		
a. Developing and implementing written administrative policies and procedures which comply with applicable rules; (3-29-12)		
b. Developing and implementing policies and procedures for agency staff and provider training, quality assurance, evaluation, and supervision; (3-29-12)		
c. Conducting regular agency staff meetings to review program and general participant needs and plan appropriate strategies for meeting those needs; (3-29-12)		
d. Maintaining adequate financial accounting records according to government accepted accounting principles; (3-29-12)		
e. Making all records available to the Department for review or audit; (3-29-12)		
f. Developing and implementing a policy addressing safety measures to protect participants, and staff as mandated by state and federal rules; and (3-29-12)		
g. Ensuring that agency personnel, including those providing services under arrangement, practice within the bounds set forth by the applicable state licensure boards. (3-29-12)		

203 Staff Training

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

Rule Requirement	Employee record									
	Y-N-N/A	List Number and reason for non compliance in this section:								
Employee Number>>>										
Training must include orientation and ongoing training at a minimum as required under IDAPA 16.03.10, "Medicaid Enhanced Plan Benefits," Sections 700 through 706. Training is to be a part of the orientation training and is required initially prior to accepting participants. All required training must be completed within six (6) months of employment with a residential habilitation agency and documented in the employee residential habilitation provider record. The agency must ensure that all employees and contractors receive orientation training in the following areas: (3-29-12) L&C will verify agency compliance with training requirements found in 16.03.10.700-706										
01. Rights. Personal, civil, and human rights. (7-1-95)										
02. Disabilities. Developmental disabilities commensurate with the skills of participants served. (3-20-04)										
03. Understanding of Participants' Needs. A basic understanding of the needs, desires, goals and objectives of participants served. (3-20-04)										
04. Supervision. Appropriate methods of supervision. (7-1-95)										
05. Review of Services. A review of the specific services that the participant requires. (3-20-04)										
06. First Aid and CPR. First aid, CPR, and universal precautions. (7-1-95) & 16.04.14.301.03.i. Evidence of current CPR and First Aid certifications; and (7-1-95)										

16.03.10.705.01 - Residential Habilitation-Supported Living Training Requirements

Rule Requirement	Employee record									
The below information is used to verify the training requirements in 203 above.	Y-N-N/A	List Employee Number and reason for non compliance in this section:								
Employee Number>>>										
01. When residential habilitation services are provided by an agency, the agency must be certified by the Department as a Residential Habilitation Agency under IDAPA 16.04.17, "Rules Governing Residential Habilitation Agencies," and must supervise the direct services provided. Individuals who provide residential habilitation services in the home of the participant (supported living) must be employed by a Residential Habilitation Agency. Providers of residential habilitation services must meet the following requirements: (4-4-13)										
b. All skill training for agency direct service staff must be provided by a Qualified Intellectual Disabilities Professional (QIDP) who has demonstrated experience in writing skill training programs. (3-29-12)										
c. Prior to delivering services to a participant, agency direct service staff must complete an orientation program. The orientation program must include the following subjects: (3-29-12)										
i. Purpose and philosophy of services; (3-19-07)										
ii. Service rules; (3-19-07)										
iii. Policies and procedures; (3-19-07)										
iv. Proper conduct in relating to waiver participants; (3-19-07)										
v. Handling of confidential and emergency situations that involve the waiver participant; (3-19-07)										
vi. Participant rights; (3-19-07)										
vii. Methods of supervising participants; (3-19-07)										
viii. Working with individuals with developmental disabilities; and (3-19-07)										
ix. Training specific to the needs of the participant. (3-19-07)										
d. Additional training requirements must be completed within six (6) months of employment with the residential										

habilitation agency and include at a minimum: (3-29-12)									
i. Instructional techniques: Methodologies for training in a systematic and effective manner; (3-19-07)									
ii. Managing behaviors: Techniques and strategies for teaching adaptive behaviors; (3-19-07)									
iii. Feeding; (3-19-07)									
iv. Communication; (3-19-07)									
v. Mobility; (3-19-07)									
vi. Activities of daily living; (3-19-07)									
vii. Body mechanics and lifting techniques; (3-19-07)									
viii. Housekeeping techniques; and (3-19-07)									
ix. Maintenance of a clean, safe, and healthy environment. (3-19-07)									
e. The provider agency will be responsible for providing on-going training specific to the needs of the participant as needed. (3-19-07)									

301 Personnel

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

Rule Requirement	Does the agency have a policy?	Employee record (Administrator)	Employee Record (Program Coordinator/QDP)	Employee Record (Direct Care Staff)	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 Employee Number and reason for non compliance in this section:
Employee Name>>>											
01. Policies. The agency is responsible for the recruitment, hiring, training, supervision, scheduling, and payroll for its employees, subcontractors or agents. Written personnel policies must be on file and provided to employees which describe the employee's rights, responsibilities, and agency's expectations. (3-29-12)											
02. Work Schedules. Coverage is scheduled to assure compliance with the Individual Support and Implementation Plans and all work schedules must be kept in writing. The agency must specify provisions and procedures to assure back-up coverage for those work schedules. (3-20-04)											
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)											
a. Name, current address and phone number of the employee; and (7-1-95)											
b. Social Security number; and (7-1-95)											
c. Education and experience; and (7-1-95)											
d. Other qualifications (if licensed in Idaho, the original license number and the date the current registration expires, or if certificated, a copy of the certificate); and (7-1-95)											
e. Date of employment; and (3-29-12)											
f. Position in the agency; and (7-1-95)											
g. Date of termination of employment and reason for termination, if applicable; and (3-29-12)											
h. Documentation of initial orientation and required training; and (7-1-95)											
i. Evidence of current CPR and First Aid certifications; and (7-1-95)											Cite under section 203
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)											
k. Evidence that the employee has received a job description and understands his duties. (3-29-12)											