



IDAHO DEPARTMENT OF
HEALTH & WELFARE

C.L. "BUTCH" OTTER – GOVERNOR
RICHARD M. ARMSTRONG – DIRECTOR

LICENSING AND CERTIFICATION
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September 7, 2012

Jessi Webb, Administrator
TDA, Inc.
524 E. Locust Ln.
Nampa, ID 83686

Dear Ms. Webb:

Thank you for submitting the plan of correction for TDA, Inc. dated June 15, 2012, in response to the residential habilitation agency compliance review conducted by the Department on May 21, 2012. The Department has reviewed and accepted the plan of correction. As a result, we have issued TDA, Inc. a full three-year certificate effective May 21, 2012 to May 20, 2015.

Thank you for your patience while accommodating us through the survey process. If you have any questions, you can reach me at (208) 364-1906.

Sincerely,

ERIC D BROWN
Program Supervisor
DDA/RH Certification
Division of Licensing and Certification
Idaho Department of Health and Welfare

Statement of Deficiencies

Residential Habilitation Agency

TDA Inc
RHA-311

524 E Locust Ln
Nampa, ID 83686-
(208) 463-9464

Survey Type: Recertification

Entrance Date: 5/21/2012

Exit Date: 5/21/2012

Initial Comments: Survey Team Members: Eric Brown, DDA/ResHab Supervisor, Licensing and Certification; Fredé Trenkle-MacAllister, DDA/ResHab Medical Program Specialist, Licensing and Certification.

Rule Reference/Text	Category/Findings	Plan of Correction (POC)
16.04.17.300 300. POLICY AND PROCEDURE MANUAL. A policy and procedure manual must be developed by the residential habilitation agency for effectively implementing its objectives. It must be approved by the governing authority. Policies and procedures must be reviewed annually and revised as necessary. The manual must, at a minimum, include policies and procedures reflecting the following: (3-20-04)	Policies and Procedures Based on review of agency documentation, it was determined that the Policy and Procedure manual lacked documentation that it had been reviewed annually.	<ol style="list-style-type: none"> 1. What corrective action(s) will be taken? A paragraph will be added to the policies and procedures manual stating: Review Policies and Procedures each May and revise as necessary. Revise date and initial. Comments will be added to Policies and Procedures Declaration page notifying participant that Policies and Procedures have been reviewed and that changes may have been made and the changes will be read them(if necessary.) 2. How will the agency identify participants who may be affected by the deficiency(s)? All participants will be affected. If participants are identified, what corrective action will be taken?Annual notification to all of policies and procedures review and necessary revisions. 3. Who will be responsible for implementing each corrective action?Administrator 4. How will the corrective action(s) be monitored to ensure consistent compliance with IDAPA Rules?Ensure policies and procedures reviewed and revised added to QA Annual reminder. Ensure that participants acknowledge they have received reviewed and revised (if necessary policies and procedures.

Residential Habilitation Agency

TDA Inc

5/21/2012

5. By what date will the corrective action be completed? (A field for this question is provided on the form)

Scope and Severity: Widespread / No Actual Harm - Potential for Minimal Harm

Date to be Corrected: 2012-06-15

Administrator Initials:

Administrator Signature (confirms submission of POC):

Date: 6/15/12

Team Leader Signature (signifies acceptance of POC):

Date: 9/7/12