



IDAHO DEPARTMENT OF
HEALTH & WELFARE

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

DIVISION OF LICENSING & CERTIFICATION
P.O. Box 83720
Boise, Idaho 83720-0009
PHONE 208-364-1959
FAX 208-364-1811

August 28, 2012

Tom Moss, Administrator
Aspire Human Services LLC
7091 West Emerald Street
Boise, ID 83704

Dear Mr. Moss:

Thank you for submitting the Plan of Correction for Aspire Human Services LLC – Boise dated August 10, 2012, in response to the Residential Habilitation Agency compliance review conducted by the Department from July 9, 2012, through July 12, 2012. The Department has reviewed and accepted the Plan of Correction.

As a result of the accepted Plan of Correction, we have issued Aspire Human Services LLC – Boise a full certificate effective from September 1, 2012, through August 30, 2015, unless otherwise suspended or revoked. This certificate is contingent upon correction of deficiencies cited during the compliance review.

Thank you for your patience while accommodating us through the survey process. If you have any questions, you can reach me at 364-1828.

Sincerely,

FREDÉ TRENKLE-MACALLISTER
Medical Program Specialist
DDA/ResHab Certification Program

FTM/slm

Enclosure



Statement of Deficiencies

Residential Habilitation Agency

Aspire Human Services LLC -- Boise RHA-4075	RECEIVED AUG 13 2012 DIV OF LIC & CERT	7091 W Emerald St Boise, ID 83704 (208) 855-9142
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Survey Type: Initial

Entrance Date: 7/9/2012

Exit Date: 7/12/2012

Initial Comments: Survey Team: Eric Brown, DDA/ResHab Supervisor, Licensing & Certification; Fredé Trenkle-MacAllister, DDA/ResHab Medical Program Specialist, Licensing & Certification, Pam Loveland-Schmidt, DDA/ResHab Medical Program Specialist, Licensing & Certification; and Judy Cordeniz, Administrator, Licensing & Certification.

Rule Reference/Text	Findings	Plan of Correction	Date to be Corrected
16.04.17.202.03.b 202. ADMINISTRATOR. An administrator is responsible and accountable for implementing the policies and procedures approved by the governing authority. (3-20-04) 03. Responsibilities. The administrator, or his designee, must assume responsibility for: (3-20-04) b. Developing and implementing policies and procedures for agency staff and provider training, quality assurance, evaluation, and supervision; (3-29-12)	Review of the agency's Policy and Procedures revealed they did not address specific rule requirements for trainings. The orientation checklist did not address all required "orientation" or "required" training within six months.	1. Aspire Human Services – Preferred Community Homes has created and implemented a revised orientation checklist which includes all of the requirements including service rules, providing training to all staff on working with individuals with developmental disabilities and providing training on disabilities. 2. Aspire Human Services – Preferred Community Homes has implemented the revised checklist and is currently providing the required training to all new hire employees. In addition, all current staff is receiving the training from the revised checklist. 3. The Administrator will be responsible to assure that all current staff receives the training from the revised checklist. For new hire employees the HR Director will be responsible for assuring that the revised Orientation Checklist is completed before staff begins working with the individuals.	2012-08-31

Rule Reference/Text	Findings	Plan of Correction	Date to be Corrected
<p>16.04.17.203</p> <p>203. STAFF RESIDENTIAL HABILITATION PROVIDER TRAINING.</p> <p>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)</p>	<p>Based on review of agency personnel files, the following was determined:</p> <p>Finding 1: 6 out of 7 employee files reviewed (Employees 3, 4, 5, 7, 8, and 11) lacked documentation of receiving training on "service rules."</p> <p>Finding 2: 7 out of 7 employees files reviewed (Employees 1, 3, 4, 5, 7, 8, and 11) lacked documentation of receiving training on "working with individuals with developmental disabilities."</p>	<p>4. For future new hire employees the HR Director will review each staff's orientation packet to assure they have received all trainings prior to working with the individuals.</p> <p>1. Aspire Human Services – Preferred Community Homes has created and implemented a revised orientation checklist which includes all of the requirements including service rules, providing training to all staff on working with individuals with developmental disabilities and providing training on disabilities.</p> <p>2. Aspire Human Services – Preferred Community Homes has implemented the revised checklist and is currently providing the required training to all new hire employees. In addition, all current staff is receiving the training from the revised checklist.</p> <p>3. The Administrator will be responsible to assure that all current staff receives the training from the revised checklist. For new hire employees the HR Director will be responsible for assuring that the revised Orientation Checklist is completed before staff begins working with the individuals.</p> <p>4. For future new hire employees the HR Director will review each staff's orientation packet to assure they have received all trainings prior to working with the individuals.</p>	<p>2012-08-31</p>

Rule Reference/Text	Findings	Plan of Correction	Date to be Corrected
<p>16.04.17.203.02</p> <p>203. STAFF RESIDENTIAL HABILITATION PROVIDER TRAINING.</p> <p>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)</p> <p>02. Disabilities. Developmental disabilities commensurate with the skills of participants served. (3-20-04)</p>	<p>Based on review of agency personnel files, 12 out of 12 employees (Employees 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12) lacked documentation of receiving training on "disabilities."</p>	<p>1. Aspire Human Services – Preferred Community Homes has created and implemented a revised orientation checklist which includes all of the requirements including service rules, providing training to all staff on working with individuals with developmental disabilities and providing training on disabilities.</p> <p>2. Aspire Human Services – Preferred Community Homes has implemented the revised checklist and is currently providing the required training to all new hire employees. In addition, all current staff is receiving the training from the revised checklist.</p> <p>3. The Administrator will be responsible to assure that all current staff receives the training from the revised checklist. For new hire employees the HR Director will be responsible for assuring that the revised Orientation Checklist is completed before staff begins working with the individuals.</p> <p>4. For future new hire employees the HR Director will review each staff's orientation packet to assure they have received all trainings prior to working with the individuals.</p>	<p>2012-08-31</p>

Administrator/Provider Signature:

Tom Mous

Date: 8/10/12

Department POC Approval Signature:

Frankie Trumble-Marallista

Date: 8/24/12

If deficiencies are cited, an approved plan of correction is requisite to continued program participation.