



IDAHO DEPARTMENT OF
HEALTH & WELFARE

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November 23, 2012

Chris Johnson, Administrator
Human Service Alliance, Inc.
620 Everett Street
Caldwell, ID 83605

Dear Ms. Johnson:

Thank you for submitting the Plan of Correction (POC) for Human Service Alliance, Inc. dated November 23, 2012. Licensing and Certification has reviewed and accepted the POC in response to the Department's recertification survey findings. As a result, we have issued your agency a full three-year certificate effective from December 1, 2012, through November 30, 2015.

According to IDAPA 16.03.21.125.02, this certificate is contingent upon the correction of deficiencies. The supporting documentation that should result from implementing your POC will be reviewed during your next survey. Please ensure your agency's quality assurance processes continue to implement and monitor rule compliance.

Thank you for your assistance throughout the survey process.

Sincerely,

ERIC D. BROWN
Supervisor
DDA/ResHab Certification Program

EDB/slm

Enclosures

1. Renewed Three-year Developmental Disabilities Agency Certificate
2. Approved Plan of Correction



Statement of Deficiencies

Developmental Disabilities Agency

Human Service Alliance, Inc. 3HUMSER071	620 Everett St Caldwell, ID 83605- (208) 459-4425
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Survey Type: Recertification

Entrance Date: 10/30/2012

Exit Date: 11/2/2012

Initial Comments: Survey Team: Noralee Fitch, Social Worker, Family and Community Services; Fredé Trenkle-MacAllister, Medical Program Specialist, Licensng and Certification; and Eric Brown, Program Supervisor, Licensng and Certification.

Rule Reference/Text	Findings	Plan of Correction	Date to be Corrected
16.03.21.500.03.f 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. (7-1-11) 03. Fire and Safety Standards. (7-1-11) f. All hazardous or toxic substances must be properly labeled and stored under lock and key; and (7-1-11)	During the review of the facility, hazardous chemicals were found to be unsecured in the kitchen area. The agency corrected the deficiency during the course of the survey: staff immediately removed the chemical and placed it in a secured location. The agency is required to answer questions 2-4 on the Plan of Correction.	2) This deficiency possibly affects all participants. The dishwasher tabs will be kept in a locked cabinet with the rest of the cleaning materials. 3) Clinical Supervisor 4) The Clinical Supervisor will regularly check all cabinets for hazardous chemicals. Staff has been instructed to keep the dishwasher tabs with the rest of the cleaning material. Agency Administrator will provide oversight.	

Rule Reference/Text	Findings	Plan of Correction	Date to be Corrected
<p>16.03.21.601</p> <p>601. RECORD REQUIREMENTS. 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 confidentiality under these rules. (7-1-11)</p>	<p>During review of Participant 1's file, it was determined that the functional skill assessment did not contain the signature and credentials of the professional completing the assessment or the date the assessment was completed.</p>	<p>1) The Clinical Supervisor will provide further training on developmental evaluations for the Developmental Specialist. It will be noted that the CALs checklist needs to be signed as well as the narrative evaluation.</p> <p>2) Agency will review all participant files to ensure that there are no other participants affected by this deficiency. Further training will be administered. The Clinical Supervisor will review all aspects of developmental evaluations to assure all signatures are properly affixed.</p> <p>3) The Clinical Supervisor and Developmental Specialist</p> <p>4) The Clinical Supervisor will review all parts of the developmental evaluations before they are finalized. Agency Administrator will provide oversight.</p>	<p>2012-11-16</p>

Deficiency ID	Finding	Plan of Correction	Resolution Date
<p>16.03.21.905.03.b</p> <p>905. PARTICIPANT RIGHTS. Each DDA must ensure the rights provided under Sections 66-412 and 66-413, Idaho Code, as well as the additional rights listed in Subsection 905.02 of this rule, for each participant receiving DDA services. (7-1-11)</p> <p>03. Method of Informing Participants of Their Rights. Each DDA must ensure and document that each person receiving services is informed of his rights in the following manner. (7-1-11)</p> <p>b. When providing center-based services, a DDA must prominently post a list of the rights contained in this chapter. (7-1-11)</p>	<p>Through review of the facility, it was determined that the participant rights posted throughout the facility did not include all of the rights listed in rule.</p>	<p>1) Upon review of this deficiency the agency will incorporate all IDAPA rules on participants rights in conjunction with all current Agency right statements. Hence forth this will be displayed in a prominent area.</p> <p>2) In conjunction with all participant rights being posted in the DDA participants have been given a full copy of their rights during intake and when requested. The DDA will replace the incomplete set of rights with the full set of rights listed in rule. Upon posting of this revision, all participants who attend the DDA center will have an opportunity to view and discuss the posted rights.</p> <p>3) Clinical Supervisor and Administrator</p> <p>4) The Clinical Supervisor will monitor the posted rights and replace them when there are any changes or when the poster gets damaged. Agency Administrator will provide oversight.</p>	<p>2012-12-01</p>

Administrator/Provider Signature:  Date: 11/23/12

Department POC Approval Signature:  Date: 11/14/12

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