

Statement of Deficiencies

Developmental Disabilities Agency

Excellence in Everyone, LLC	49 W 1 N
DDA-336	Saint Anthony, ID 83445- (208) 624-2002

Survey Type: Investigation **Entrance Date:** 11/9/2011
Exit Date: 11/10/2011

Initial Comments: Investigation conducted by Pam Loveland-Schmidt, Medical Program Specialist, Licensing and Certification.
 No observations were conducted.

Rule Reference/Text	Category/Findings	Plan of Correction (POC)
16.03.21.009.01 009. CRIMINAL HISTORY AND BACKGROUND CHECK REQUIREMENTS. 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)	Criminal History Two of two employee records reviewed ((Employees 1 and 2)) lacked documentation the agency verified that all employees, subcontractors, agents of the agency, and volunteers delivering DDA services complied with IDAPA 16.05.06, "Criminal History and Background Checks." For example, [Employees 1 and 2]'s criminal history background check was not completed per rule requirements. Agency documentation showed both employees were hired on September 14, 2011. Their self-declaration forms were completed, signed, and notarized on September 16, 2011, and their fingerprints were rolled on September 16, 2011, but not date stamped until October 11, 2011, and received by the Criminal History Unit on October 13, 2011. The delay exceeded the 21-day limit.	1. I contacted the Criminal History Unit and they said because the fingerprints and the applications have been completed and notarized the employees are fine to continue working. They were informing us that the paperwork was not mailed into them before the 21 days. They will continue their process and notify us when they have results. I can't correct what was already done for these two employees, but in the future we will mail it in before the 21 days to make sure it is received in time. This has been added to our hiring procedures in our Policies and Procedures Manual. 2. This citation did not affect the participants directly. However, to ensure participant safety this rule will be followed in the future so we can get background check results sooner. The criminal history unit said the staff were okay to continue working with the clients. 3. Administrator and developmental specialist, is responsible for corrective actions.

(REPEAT DEFICIENCY FROM SURVEY OF FEBRUARY 1, 2011. IDAPA 16.04.11.009.01 prior to July 1, 2011)

4. Information about the IDAPA rule was added to our policies and procedures manual. Administrator will be responsible for mailing in the information allowing enough time to be received within the 21 days. Developmental Specialists will follow up with Administrator to make sure it was completed every time we hire an employee.

Scope and Severity: Pattern / No Actual Harm - Potential for More Than Minimal Harm Date to be Corrected: 2011-11-15 Administrator Initials: [Signature]

Administrator Signature (Confirms submission of POC): [Signature]

Date: ~~2011-11-15~~ 11/30/2011

Team Leader Signature (Signifies acceptance of POC): Pam Rowland-Schmidt

Date: 12/1/11