

# Statement of Deficiencies

Developmental Disabilities Agency

Community Connections Inc. -- Nampa  
3COMMCN107

158 McClure Ave  
Nampa, ID 83687  
(208) 377-9814

**Survey Type:** Investigation

**Entrance Date:** 11/30/2011

**Exit Date:** 12/12/2011

**Initial Comments:** Survey Team: Pam Loveland-Schmidt, Medical Program Specialist, Licensing and Certification.

No observations conducted -- focused investigation.

Rule Reference/Text	Category/Findings	Plan of Correction (POC)
16.03.21.009.01	Criminal History	
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)	One employee record reviewed ([Employee 12]) lacked documentation that the agency followed Criminal History Rule requirements.	<ol style="list-style-type: none"> <li>1. Via our internal QA protocol, CCI identified and added (updated) the DHW clearance for Employee 12.</li> <li>2. Every employee file, agency wide, was reviewed and is in compliance with 16.03.21.009.01. All required phases pertaining to Idaho State Police background check / DHW Criminal History Clearance addition (update) or initial Criminal History Unit application have been resolved.</li> <li>3. CCI's Program Director</li> <li>4. CCI will no longer allow for transfers; instead, all new hires will complete an initial State background check, eliminating the need or option to handle transfers.</li> </ol>

Scope and Severity:	Pattern / No Actual Harm - Potential for More Than Minimal Harm	Date to be Corrected: 2011-12-31	Administrator Initials: B.F.
Rule Reference/Text	Category/Findings	Plan of Correction (POC)	
<p>16.03.21.400.01</p> <p>400. GENERAL STAFFING REQUIREMENTS FOR AGENCIES. Each DDA is accountable for all operations, policy, procedures, and service elements of the agency. (7-1-11)</p> <p>01. Agency Administrator Duties. The agency administrator is accountable for the overall operations of the agency including ensuring compliance with this chapter of rules, overseeing and managing staff, developing and implementing written policies and procedures, and overseeing the agency's quality assurance program. (7-1-11)</p>	<p>Administration</p> <p>The agency lacked evidence that the administrator was accountable for the overall operations of the agency including ensuring compliance with this chapter of rules, overseeing and managing staff, developing and implementing written policies and procedures, and overseeing the agency's quality assurance program.</p> <p>For example, employees were allowed to work with vulnerable adults and children prior to completing DHW Criminal History Background checks.</p>	<ol style="list-style-type: none"> <li>1. CCI's Administrator will meet with our Program Director on a frequent / weekly / on-going basis to ensure above stated protocols are met.</li> <li>2. Every employee file, agency wide, was reviewed and is in compliance with 16.03.21.009.01. All required phases pertaining to Idaho State Police background check / DHW Criminal History Clearance addition (update) or initial Criminal History Unit application have been resolved.</li> <li>3. CCI's Administrator.</li> <li>4. CCI's Administrator will oversee the compliance standards and review of all said protocols above.</li> </ol>	

**Scope and Severity:** Pattern / No Actual Harm - Potential for More Than Minimal Harm**Date to be Corrected:** 2011-12-31**Administrator Initials:** P.F.**Administrator Signature (confirms submission of POC):***P.F.***Date:** 2012-02-10**Team Leader Signature (signifies acceptance of POC):***Pam Howard-Satimel***Date:** 2/13/12