IDAHO DEPARTMENT OF
HEALTH & WELFARE

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May 8, 2014

Carol Foster, Director, Administrator
Addus Healthcare Boise
545 North Benjamin Lane, Suite 125
Boise, ID 83704

Dear Ms. Foster:

Thank you for submitting the Plan of Correction for Addus Healthcare Boise dated May 7, 2014, in response to the recertification survey conducted on April 2, 2014. The Department has reviewed and approved the Plan of Correction.

As a result of the recertification survey, we previously issued Addus Healthcare Boise a full certificate effective from May 1, 2014, through April 30, 2017, unless otherwise suspended or revoked. Per IDAPA 16.04.17.101.02, this certificate was issued on the basis of substantial compliance and is contingent upon the correction of deficiencies.

Thank you for your patience while accommodating us through the survey process. If you have any questions, you can reach me at 364-1906 or browne@dhw.idaho.gov.

Sincerely,

ERIC D. BROWN
Manager
DDA/ResHab Certification Program

EDB/slm

Enclosure
1. Approved Plan of Correction

IDAHO DEPARTMENT OF
HEALTH & WELFARE

Statement of Deficiencies

Residential Habilitation Agency

Addus Healthcare Boise
RHA-4476

545 N Benjamin Ln, Ste 125
Boise, ID 83704
(208) 342-1222

Survey Type: Recertification

Entrance Date: 4/2/2014

Exit Date: 4/2/2014

Initial Comments: Survey Team: Kerrie Ann Hull, Medical Program Specialist, DDA/ResHab Certification Program; and Eric Brown, Manager, DDA/ResHab Certification Program.

Rule Reference/Text	Findings	Plan of Correction	Date to be Corrected
16.04.17.101.04 101. CERTIFICATION - ISSUANCE OF CERTIFICATES. The Department will conduct an initial survey upon receipt of a completed application. (3-29-12) 04. Expiration of Certificate. An agency must request renewal of its certificate no less than ninety (90) days before the expiration of the certificate to ensure there is no lapse in certification. After initial certification the Department may issue a certificate that is in effect for up to three (3) years based upon an agency's substantial compliance with this chapter of rules. (3-29-12)	The agency did not request renewal of their certificate 90 days before the expiration of their certificate. REPEAT DEFICIENCY from 2013 survey.	Agency Director will put renewal date on her desk top calendar and will be responsible for requesting renewal of its certificate no less than 90 days before the expiration of current certificate.	2014-04-30

Rule Reference/Text	Findings	Plan of Correction	Date to be Corrected
16.04.17.301.03.j 301. PERSONNEL. 03. Personnel Records. A record for each employee must be maintained from date of hire for not less than one (1) year after the employee is no longer employed by the agency, and must include at least the following: (3-29-12) j. Verification of satisfactory completion of criminal history checks in accordance with IDAPA 16.05.06, "Criminal History and Background Checks"; and (3-20-04)	Review of agency documentation revealed that 2of 7 employees lacked verification of satisfactory completion of criminal history checks in accordance with IDAPA 16.05.06, " Criminal History and Background Checks." For example: Employee 5 was hired 09/09/2013 and did not have a completed Idaho State Police (ISP) check. The employee was employed with the agency from 09/09/2013 to 12/31/2013 without verification of satisfactory completion of a criminal history check. Employee 6 was hired 03/24/2010 and did not have a completed ISP check. The employee	Employee 5 was our QIDP not direct care staff we did have Notice of Clearance from H&W but no ISP check. Employee 6 was our RN also had the Notice of Clearance from H&W but no ISP check. Business office manger will check all employee files after all orientations are completed to make sure employee's total file is correct and in compliance. All employee files will be audited by 6-1-2014 to make sure all criminal history checks are done by either ISP or H&W which ever is appropriate. Agency Director will monitor all new hires and will enter all information into our computer system which will show if anything is missing. Neither one of these people work with this agency any longer.	2014-06-01

	ended employment with the agency in 04/2011 and was rehired at the agency again in 09/2011. There was no verification that the criminal history check was done at rehire. The employee was employed with the agency from 03/2010 to 04/2011 and again from 09/2011 to 05/2013 without verification of satisfactory completion of a criminal history check.		
Rule Reference/Text	**Findings**	**Plan of Correction**	**Date to be Corrected**
16.04.17.301.03.k 301. PERSONNEL. 03. Personnel Records. A record for each employee must be maintained from date of hire for not less than one (1) year after the employee is no longer employed by the agency, and must include at least the following: (3-29-12) k. Evidence that the employee has received a job description and understands his duties. (3-29-12)	Review of agency documentation revealed that 2 of 7 employees lacked a job description related to their duties. For example: Employee 2 lacked a Qualified Intellectual Disabilities Professional (QIDP) job description on file. Employee 5 lacked a QIDP job description on file. The existing job description on file for Employee 5 was a caregiver job description; however, the employee assumed the role of a QIDP.	All personal will have job descriptions on file where each job description will define what their job duties will be and what they will be responsible for. Corporate has a resource center to pull all of this information from. Agency Director will be responsible to make sure Reshab Policy and Procedure Manuel will have the approciate job descriptions. Agency Director will be responsible to make sure QIDP job description will be completed.	2014-06-01

Administrator/Provider Signature: Carol Foster	**Date:** 5-7-14
Department POC Approval Signature: [illegible]	**Date:** 5/8/14

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