



IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**

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

TAMARA PRISOCK – ADMINISTRATOR  
DIVISION OF LICENSING & CERTIFICATION  
P.O. Box 83720  
Boise, Idaho 83720-0009  
PHONE (208) 364-1959  
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May 31, 2013

Frank Knight, Administrator  
Pro Active Advantage, LLC  
P.O. Box 73  
Hagerman, ID 83332-0073

Dear Mr. Knight:

Thank you for submitting the Plan of Correction for Pro Active Advantage, LLC dated May 9, 2013, in response to the recertification survey concluded on April 10, 2013. The Department has reviewed and accepted the Plan of Correction.

As a result, we have issued Pro Active Advantage, LLC three-year certificates effective from June 1, 2013, through May 31, 2016, unless otherwise suspended or revoked. Per IDAPA 16.03.21.125, these certificates are issued on the basis of substantial compliance and are contingent upon the correction of deficiencies.

Thank you for your patience and accommodating us through the survey process. If you have any questions, you can reach me at (208) 239-6267.

Sincerely,

PAMELA LOVELAND-SCHMIDT, Adult & Child DS  
Medical Program Specialist  
DDA/ResHab Certification Program

PLS/slm

Enclosures

1. Approved Plan of Correction
2. Renewed Developmental Disability Agency Certificate



# Statement of Deficiencies

Developmental Disabilities Agency

Pro Active Advantage, LLC  
DDA-1141

215 University Ave  
Gooding, ID 83330-6155  
(208) 934-5880

Survey Type: Recertification

Entrance Date: 4/9/2013

Exit Date: 4/10/2013

Initial Comments: Survey Team: Pam Loveland-Schmidt, Medical Program Specialist, DDA/ResHab Certification Program; and Eric Brown, Supervisor, DDA/ResHab Certification Program.

Rule Referenced/Text	Findings	Plan of Correction	Date to be Corrected
<p>16.03.10.009.03.j</p> <p>009. CRIMINAL HISTORY AND BACKGROUND CHECK REQUIREMENTS. 03. Providers Subject to Criminal History and Background Check Requirements. The following providers are required to have a criminal history and background check: (3-19-07)</p> <p>j. Developmental Disabilities Agencies (DDA). The criminal history and background check for DDA and staff as provided in IDAPA 16.03.21, "Developmental Disabilities Agencies (DDA)," Section 009. (7-1-11)</p>	<p>Three of five contracted professional records reviewed (Employees 3, 4, and 5) lacked documentation of criminal history and background checks for staff as provided in IDAPA 16.03.21.009.01: "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."</p> <p>For example, records for Employees 3, 4, and 5 lacked documentation of a Department of Health &amp; Welfare Criminal History Background Check. The records included a contract that stated the contractor will send copies of the Criminal History Background Checks, which were not present in the records. When requested, the contractor did not have the required Criminal History Background Checks through the Department of Health &amp; Welfare.</p>	<p>1. What corrective actions will be taken? On 4/9/2013, the HR at Pro Active Behavioral Health contacted the HR Department at North Canyon Medical Center who arranged for the background checks to be redone through the Idaho Criminal History Unit. These background checks have been completed as verified by the Human Resource Director at North Canyon Hospital on 5/9/2013. Verification of Background Checks will be placed in the Personnel File of each Contract Provider.</p> <p>2. How will the agency identify participants who may be affected by the deficiency? If participants are identified, what corrective action will be taken?  In response to this question, there were no participants impacted due to risk based on not having valid background checks because background checks had been successfully</p>	4/9/2013

REPEAT DEFICENCY from the survey conducted on April 30, 2012.

completed by North Canyon Medical Center through another provider. However, the background checks had not been completed through the Idaho Criminal History Unit, as required by IDAPA. As confirmed by the Human Resource Department at North Canyon Hospital, the background checks through Idaho Criminal History Unit have been completed.

4. How will the corrective action(s) be monitored to ensure consistent compliance with IDAPA Rules?

North Canyon Medical Center has been notified that background checks completed by other resources other than the Idaho Criminal History Unit will not be accepted in accordance with the contract and amendments for the 2012-2015 contract, as well as any subsequent contracts. They have agreed to continue having background checks through the Idaho Criminal History Unit in accordance with our Contract and Idaho Administrative Code.

*Frank Knight*  
*Frank Knight CEO*  
*Pam Cleveland-Schmidt*

Administrator/Provider Signature:

Date: 5/9/2013

Department POC Approval Signature:

Date: 5-17-2013

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