



IDAHO DEPARTMENT OF
HEALTH & WELFARE

Division of Licensing & Certification

DDA/ResHab Certification - Statement of Deficiencies

Agency:	The Arc Inc	Region(s):	IV
Agency Type:	DDA	Survey Dates:	6/30/16
Certificate(s):	4ARC011	Certificate(s) Granted:	<input type="checkbox"/> 6 - Month Provisional <input type="checkbox"/> 1 - Year Full <input checked="" type="checkbox"/> 3 - Year Full

Rule Reference/Text	Findings	Agency's Plan of Correction (Please refer to the Statement of Deficiencies cover letter for guidance)	Date to be Corrected (mm/dd/yyyy)
16.03.21.410.01.b 410. GENERAL TRAINING REQUIREMENTS FOR DDA STAFF. Each DDA must ensure that all training of staff specific to service delivery to the participant is completed as follows: 01. Yearly Training. The DDA must ensure that staff or volunteers who provide DDA services complete a minimum of twelve (12) hours of formal training each calendar year. Each agency staff providing services to participants must: b. Be certified in CPR and first aid within ninety (90) days of hire and maintain current certification thereafter; and (7-1-11)	Review of agency documentation revealed: Staff #2 was hired on 8/26/14 but did not receive CPR and 1 st Aid training until 1/7/15. Staff #3 experienced a gap in CPR and 1 st Aid certification between 1/24/16 and 3/15/16.	1. As of 7/7/16 an audit of all DDA personnel files has been completed to ensure there are no other gaps in CPR/FA certification. To prevent gaps occurring in the future a new spreadsheet has been developed to track all certifications. This will be maintained by the QA specialist and monitored on a monthly basis to ensure that employees have at least 30 days from their certification expiration date to get recertified. We have established an agreement with our current CPR/FA provider and they will also keep track of certification dates and expirations as an additional precaution. 2. As of 7/7/16 and internal audit of all	7/7/2016



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		<p><i>DDA personnel files has been done to ensure that there are no other gaps. Another measure that has been taken to prevent this is implementation of a new policy and procedure that states if a new employee notes that they are CPR/FA certified they have one week to produce a copy of their cards. If they cannot give this proof, they will be enrolled in a CPR/FA within 30 days of hire. If a current employee's recertification expires they will be taken off of the schedule until they are recertified.</i></p> <p><i>3. The QA specialist will keep track of the certifications and then notify both the DDA Supervisor and Program Director that there is an issue. Either the DDA supervisor or the Program Director will be responsible for implementing the corrective action.</i></p> <p><i>4. As of 7/7/16 a new policy and procedure has been implemented that states if a new employee notes that they</i></p>	



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		<p><i>are CPR/FA certified they have one week to produce a copy of their cards. If they cannot give this proof, they will be enrolled in a CPR/FA within 30 days of hire. If a current employee's recertification expires they will be taken off of the schedule until they are recertified. This will be monitored by the QA Specialist who will inform the DDA Supervisor, the Program Director and Administrator of any potential gaps in certification.</i></p>	

<p>Agency Representative & Title: Nicole Lang, Development Director/Administrator</p> <p><i>* By entering my name and title, I agree to implement this plan of correction as stated above.</i></p>	<p>Date Submitted: 7/14/2016</p>
<p>Department Representative & Title:</p> <p><i>* By entering my name and title, I approve of this plan of correction as it is written on the date identified.</i></p>	<p>Date Approved: 7/15/2016</p>