



IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**

Division of Licensing & Certification

DDA/ResHab Certification - Statement of Deficiencies

<b>Agency:</b>	North Star Child Development Center	<b>Region(s):</b>	1
<b>Agency Type:</b>	DDA	<b>Survey Dates:</b>	1/30/18
<b>Certificate(s):</b>	INSCDC136	<b>Certificate(s) Granted:</b>	<input type="checkbox"/> 6 - Month Provisional <input type="checkbox"/> 1 - Year Full <input checked="" type="checkbox"/> 3 - Year Full

<b>Rule Reference/Text</b>	<b>Findings</b>	<b>Agency's Plan of Correction (Please refer to the Statement of Deficiencies cover letter for guidance)</b>	<b>Date to be Corrected (mm/dd/yyyy)</b>
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)	For 1 of 7 employees an ISP background check was not completed as part of the transfer of employment to the agency when the employee had a background check completed within 3 years. Employee #1 was added on 3/21/17 to the agency but did not have an ISP name check verification on file. The employee was pulled immediately and sent to have this completed. Employee returned with copy of completed form in hand. <b>CORRECTED DURING SURVEY</b>	<ol style="list-style-type: none"> <li>1. The agency has updated its policies and procedures manual to reflect the rule requiring ISP name checks when transferring, The New hire checklist was updated to include this as well.</li> <li>2. The agency reviewed each staff file to ensure compliance was met, and has added this requirement to the staff file checklist for internal reviews.</li> <li>3. Tracy Hofius, Administrator will implement each corrective action plan</li> <li>4. Each New hire orientation will be provided the updated checklist to ensure all requirements are met prior to working with participants.</li> </ol>	1/30/2018
16.03.21.500.04.b. 500.FACILITY STANDARDS FOR AGENCIES PROVIDING CENTER-BASED SERVICES. The requirements in Section 500 of this rule,	For all fire drills completed, the agency has not been documenting the staff and participants participating in the drill, the	<ol style="list-style-type: none"> <li>1. The agency has created a new form to include with fire drills to identify participants, staff and concerns/problems as well as a</li> </ol>	1/30/2018



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<p>apply when an agency is providing center-based services.</p> <p>04. Evacuation Plans. Evacuation plans must be posted throughout the center. Plans must indicate point of orientation, location of all fire extinguishers, location of all fire exits, and designated meeting area outside of the building.</p> <p>b. A brief summary of each fire drill conducted must be written and maintained on file. The summary must indicate the date and time the drill occurred, participants and staff participating, problems encountered, and corrective action(s) taken. (7-1-11)</p>	<p>problems encountered and any corrective action taken.</p> <p>The administrator created and demonstrated a new form that will meet the necessary reporting criteria during survey if implemented.</p>	<p><i>corrective action plan if any problems are to occur</i></p> <p><i>2. Each month fire drills are conducted and reviewed by the Administrator. The fire drill forms are to be reviewed and fully completed at the time of the drill. If any concerns arise the Administrator will provide trainings to the staff, and run an additional drill to ensure compliance.</i></p> <p><i>3. Tracy Hofius, Administrator</i></p> <p><i>4. A monthly QA check of fire drills will be reviewed by administrator and any deficiencies will require a training and an additional fire drill to be completed</i></p>	
<p>16.03.21.600.02.a.ii.</p> <p>600. Each DDA must maintain records for each participant the agency serves. Each participant's record must include documentation of the participant's involvement in and response to the services provided.</p> <p>02. Requirements for Participants Three to Twenty-One. For participants ages three (3) to twenty one (21), the following applies:</p>	<p>For 1 of two participants, the individual attends school. However, there is no documentation of submitting a copy of the Implementation Plan to the school.</p> <p>For participant #2, there is no documentation of providing a copy of the Implementation Plan to the school.</p>	<p><i>1. The agency has updated its case file checklist for intakes and annual plans to reflect this rule and will ensure that it sends and documents when the POS was sent to the school district, in addition the agency has sent all current POS to the school districts.</i></p> <p><i>2. The agency will QA case files at minimum once a year, and should if find</i></p>	<p>2/5/2018</p>



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<p>a. For participants who are children enrolled in school, the local school district is the lead agency as required under Individuals with Disabilities Education Act (IDEA), Part B. The DDA must inform the child's home school district if it is serving the child during the hours that school is typically in session.</p> <p>li. The DDA must document that it has provided a current copy of the child's plan of service to the child's school. (7-1-11)</p>		<p><i>a deficiency it will immediately send document to the school district and provide training to the Clinical Supervisor</i></p> <p><i>3. Tracy Hofius, Adminstrator will be responsible for the corrective action plan</i></p> <p><i>4. After each intake or annual plan, a review of the components needed to meet requirements will be conducted to ensure there is no future deficiencies.</i></p>	

<p><b>Agency Representative &amp; Title:</b> Tracy Hofius , Administrator</p> <p><i>* By entering my name and title, I agree to implement this plan of correction as stated above.</i></p>	<p><b>Date Submitted:</b> 2/5/2018</p>
<p><b>Department Representative &amp; Title:</b></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><b>Date Approved:</b> 2/5/2018</p>