



IDAHO DEPARTMENT OF HEALTH & WELFARE  
**LICENSING & CERTIFICATION**

DDA/ResHab Certification - Statement of Deficiencies

<b>Agency:</b>	Hope Developmental Center	<b>Region(s):</b>	3
<b>Agency Type:</b>	DDA	<b>Survey Dates:</b>	5 – 7 December 2018
<b>Certificate(s):</b>	3HOPE007	<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</b> (Please refer to the Statement of Deficiencies cover letter for guidance)	<b>Date to be Corrected</b> (mm/dd/yyyy)
<p><b>16.03.21.009.01.</b>            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)</p>	<p>Based on a review of agency records, it was determined that 1 out of 5 employee records did not comply with IDAPA 16.05.06 Criminal History and Background Checks.</p> <p>For example:            Employee #1's Notary was completed on 4-12-2017 and fingerprinting was completed on 5-8-2017. This was outside of the 21-day compliance of rule 16.06.02.09.150.</p>	<ol style="list-style-type: none"> <li>1. <i>HDC Policies and Procedures Manual updated to better address 21 day timeline and add component for documentation of compliance by Executive Director.</i></li> <li>2. <i>Tracking form developed for personnel file to assist Executive Director to track 21 day timeline and provide documentation of compliance.</i></li> <li>3. <i>Information form developed to educate new employee of policies, procedures and 21 day timeline.</i></li> <li>4. <i>All current employees have a clearance in place</i></li> <li>5. <i>All corrective actions can only apply to new employees from this point forward; 21 day timeline have expired for current</i></li> </ol>	12/10/2018



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<p><b>16.03.21.400.07.b.</b>            400. GENERAL STAFFING REQUIREMENTS FOR AGENCIES.            Each DDA is accountable for all operations, policy, procedures, and service elements of the agency.            07. Paraprofessionals. A person qualified to provide support services must meet the following minimum requirements:            b. Have received instructions in the needs of the participant who will be provided the service; and (7-1-11)</p>	<p>Based on review of agency records, it was determined that 1 out of 4 employee records did not contain documentation to support the employee had received instructions on the participant who they will be providing services.</p> <p>For example:            Employee #1's file did not contain documentation that employee had received instructions in the needs of participant #1.</p>	<p><i>employees.</i></p> <ol style="list-style-type: none"> <li><i>1. HDC Policies and Procedures Manual updated to better specify requirements for pre-service participant-specific training; provide clarification that this training occur prior to the new staff working with participants and create quality assurance requirement for the Program Director to review new staff training records within 30 days of employee start date to ensure the training occurred.</i></li> <li><i>2. Tracking form developed to assist the Program Director to document pre-service participant-specific training.</i></li> <li><i>3. All corrective actions can only apply to new employees from this point forward; pre-service timeline has expired for current employees.</i></li> <li><i>4. All current employees have been trained on each of the participants with whom they work and also receive on-going training on participant-specific issues</i></li> </ol>	<p><i>12/10/2018</i></p>



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<p><b>16.03.21.410.01.a</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:            a. Participate in fire and safety training upon employment and annually thereafter; (7-1-11)</p>	<p>Based on review of agency records, it was determined that 1 out of 4 employee files did not contain fire and safety training upon employment.</p> <p>For example:            Employee #1 date of hire was 4-13-2017 and the first fire and safety training did not occur until 6-28-2017.</p>	<ol style="list-style-type: none"> <li>1. <i>HDC Policies and Procedures Manual updated to better specify "fire safety" training is required when new staff are hired.</i></li> <li>2. <i>Tracking form developed for personnel file to assist Executive Director to ensure "fire and safety" training occur according to the regulatory timeline and provide documentation of compliance.</i></li> <li>3. <i>All corrective actions can only apply to new employees from this point forward; the pre-service timeline has expired for current employee.</i></li> <li>4. <i>All current employees have received fire and safety training and also receive on-going fire and safety training</i></li> </ol>	<p>12/10/2018</p>
<p><b>16.03.21.410.01.c.</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.</p>	<p>Based on the review of agency records, it was determined that 1 out of 4 employee files did not contain documentation that the employee had been trained on special health or medical requirements of the participants they serve.</p>	<ol style="list-style-type: none"> <li>1. <i>HDC Policies and Procedures Manual updated to better specify requirements for pre-service participant-specific training on "special health or medical requirements"; provide clarification that this training occur prior to the new staff working with participant; and create quality assurance requirement for the</i></li> </ol>	<p>12/10/2018</p>



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<p>Each agency staff providing services to participants must:            c. Be trained to meet any special health or medical requirements of the participants they serve. (7-1-11)</p>	<p>For example:            Employee #2 provides direct service to participant #2, who has seizures. No documentation supported that employee #2 had received seizure training.</p>	<p><i>Program Director to review new staff training records within 30 days of employee start date to ensure the training occurred.</i></p> <p><i>2. Tracking form developed to assist the Program Director to document pre-service participant-specific training on "special health or medical requirements".</i></p> <p><i>3. All corrective actions can only apply to new employees from this point forward; the pre-service timeline has expired for all current employees.</i></p> <p><i>4. All current employees have been trained on participant-specific medical and health issues and also receive on-going training on participant-specific health and medical issues</i></p>	
<p><b>Agency Representative &amp; Title:</b> Jeff Green, Program Director (Administrator)</p> <p><small>* By entering my name and title, I agree to implement this plan of correction as stated above.</small></p>		<p><b>Date Submitted:</b> 12/11/2018</p>	
<p><b>Department Representative &amp; Title:</b> Sandi Frelly, Medical Program Specialist</p>		<p><b>Date Approved:</b> 12/20/2018</p>	



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<p>* By entering my name and title, I approve of this plan of correction as it is written on the date identified.</p>			