



IDAHO DEPARTMENT OF
HEALTH & WELFARE

Division of Licensing & Certification

DDA/ResHab Certification - Statement of Deficiencies - Recertification

Agency:	Sequel Alliance Family Services	Region(s):	1
Agency Type:	DDA (Children only)	Survey Dates:	07/06/2015
Certificate(s) Renewed:	DDA-5130	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)
16.03.21.009.01 009. 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)	3 of 7 files reviewed lacked documentation that the agency was in compliance with IDAPA 16.05.06. Staff 1, did not have new CHC upon rehire, Staff 2 did not have ISP background check for transfer and Staff 3 did not have notarized application on file from date of hire to fingerprint date.	<ol style="list-style-type: none"> 1. Program Manager will review all staff files to ensure a signed background check application is on file and an update is filed for transfer individuals and as necessary. Program manager will upload all criminal history components to each staff's file and maintain accurate records within each file. Staff with no clearance will be removed from direct service until clearance is obtained or current clearance is posted on their file 2. Any additional deficiencies will be corrected in the same manner 3. Program Manager is responsible for changes 4. Program Manager will ensure checks are on file and uploaded to online 	7/20/2015



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		<i>program PRIOR to service delivery provided by all future employees</i>	
<p>16.03.21.400.03.b. 400. GENERAL STAFFING REQUIREMENTS FOR AGENCIES. Each DDA is accountable for all operations, policy, procedures, and service elements of the agency. 03. Clinical Supervisor Duties. A clinical supervisor must be employed by the DDA on a continuous and regularly scheduled basis and be readily available on-site to provide for: b. The observation and review of the direct services performed by all paraprofessional and professional staff on at least a monthly basis, or more often as necessary, to ensure staff demonstrate the necessary skills to correctly provide the DDA services. (7-1-11)</p>	<p>The observation of direct service was not completed monthly by/for staff reviewed. Staff 2 and 4 missed observations in May. Staff 3 missed observations in April.</p>	<p><i>1. Clinical Supervisors will report need for assistance with observations in the 3rd week of each month in order for the Program Manager to fulfill any missed observations in the 4th week. 2. Observation Tracking form will continue to be used. Dates of observations will be recorded for each staff every month. 3. Program Manager will be responsible for checking in with Clinicals in the 3rd week and completing any necessary observations 4. The current tracking form will continue to be used to document observations</i></p>	<p>7/20/2015</p>
<p>16.03.21.410.02.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: 02. Sufficient Training. Training of all staff</p>	<p>For 1 of 7 files reviewed, this requirement was not met. Staff 5 is assigned to a participant that uses assistive technology and does not have documentation of training to meet this need.</p>	<p><i>1. This staff will be provided documented training immediately. 2. Upon review of all staff files, documented training will be provided to all employees who provide services to clients with specific assistive technology</i></p>	<p>7/16/2015</p>



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<p>must include the following as applicable to their work assignments and responsibilities: b. Correct and appropriate use of assistive technology used by participants; (7-1-11)</p>		<p><i>needs</i> 3. Program Manager is responsible for ensuring these trainings are completed. 4. Program Manager will create a tracking form for each client who utilizes assistive technology to ensure every staff who works with that individual has sufficient training. Form will be added to the Quality Assurance Program of the agency.</p>	
<p>16.03.21.600.02.a.i. 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. 02. Requirements for Participants Three to Twenty-One. For participants ages three (3) to twenty one (21), the following applies: 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</p>	<p>For 1 of 3 files reviewed, there was no current IEP. Participant #3 attends school but there is no IEP on file.</p>	<p>1. Program Manager will send a request via email to schools of participants to obtain IEP. 2. Review of client files to ensure IEP is on file will be completed. Request for IEP will be sent to schools of all clients to obtain their most recent IEP. 3. Program Manager is responsible for implementation. 4. A tracking form will be created to track most current IEP on file for each participant. When appropriate, Program Manager will send a request to the school for an updated IEP. This form will be added to the Quality Assurance</p>	<p>7/20/2015</p>



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<p>district if it is serving the child during the hours that school is typically in session. i. The DDA participant's record must contain an Individualized Education Plan (IEP), including any recommendations for an extended school year. (7-1-11)</p>		<p><i>Program of the agency</i></p>	
<p>16.03.21.600.02.a.ii. 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. 02. Requirements for Participants Three to Twenty-One. For participants ages three (3) to twenty one (21), the following applies: 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. li. The DDA must document that it has</p>	<p>For 2 of 3 files reviewed, there was no documentation that the agency plans were sent to the school. Participant #1 and #3 files did not contain documentation that the agency plans were sent to the school.</p>	<p><i>1. Program Manager will send updated plans to the school of each participant the 1st week of each month. 2. A review of all files will be completed and emails sent to all schools. 3. Program Manager is responsible for implementation. 4. A tracking form will be developed and added to the Quality Assurance Program of the agency.</i></p>	<p><i>7/20/2015</i></p>



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provided a current copy of the child's plan of service to the child's school. (7-1-11)			

Agency Representative & Title: Hailey Scott BSW HI, Program Manager <i>* By entering my name and title, I agree to implement this plan of correction as stated above.</i>	Date Submitted: 7/21/2015
Department Representative & Title: Kimberly D. Cole, LSW <i>* By entering my name and title, I approve of this plan of correction as it is written on the date identified.</i>	Date Approved: 7/22/2015