



IDAHO DEPARTMENT OF
HEALTH & WELFARE

Division of Licensing & Certification

DDA/ResHab Certification - Statement of Deficiencies

Agency:	Transitions, Inc.	Region(s):	7
Agency Type:	DDA	Survey Dates:	01/13/16-01/14/16
Certificate(s):	DDA-1128	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)	One of six employee record review lacked documentation the employee was CPR and 1 st Aid certified and maintain current certification thereafter. For example: Employee 6's record lacked documentation he maintained CPR/1 st Aid certification between 11/15/13-01/15/14.	1. The corrective actions include: Personnel files were reviewed and it was verified all service delivery staff have current CPR and First Aid certification. Additionally new policies and procedures have been implemented, and will be continued, to insure no staff provide service without current certification. (Note: Transitions, Inc. does not utilize volunteers.) 2. To verify all service delivery staff have current certifications two changes to procedure have and will be taken: (1) Since July 1, 2015 a second tickler, in addition to the program manager's, has been maintained by the Human Resources clerical staff, and (2) Effective February 1, 2016 the tickler was updated to identify the date three (3) months prior to the expiration date of certificates. Any staff found to not have current CPR and First Aid certification, after 90 days from date of hire, will not be scheduled to work with	2/1/2016



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		<p><i>participants until certification is gained and documentation is provided to Transitions, Inc.</i></p> <p><i>3. The program tickler will be maintained by the Program Manager. The administrative tickler will be maintained by the HR clerical staff.</i></p> <p><i>4. On the first of each month HR staff will provide the Administrator and Program Manager with an updated tickler with certifications expiring over the next three (3) months highlighted. If any certifications are less than 90 days from expiring the HR staff will meet with the Administrator and notify him or her of date of expiration coming up. The Administrator will then verify current certification prior to the expiration date. If certification lapses staff will be placed on administrative leave without pay.</i></p>	
Agency Representative & Title: J Kelly Keele, Administrator <i>* By entering my name and title, I agree to implement this plan of correction as stated above.</i>		Date Submitted: 2/3/2016	
Department Representative & Title: Pam Loveland-Schmidt, Licensing & Certification <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: 2/8/2016	