

**IDHW DDA CARF ECS SURVEY ADDENDUM**

<b>Developmental Disabilities Agencies (DDA) seeking CARF Employment and Community Services (ECS) accreditation in lieu of certification must achieve accreditation in Community Integration (COI) (Section 3.P. in the ECS Standards Manual). DDA agencies serving children must additionally seek accreditation in Child and Youth Services (CYS) (Section 3.I. in the ECS Standards Manual). Although the standards applicable to COI and/or CYS address most of Idaho Department of Health and Welfare's (IDHW) expectations under the Idaho Administrative Rules for Developmental Disabilities Agencies (IDAPA 16.03.21), IDHW has requested that the CARF survey process address additional elements included in this addendum.</b>						
Idaho IDAPA Rule reference	Developmental Disabilities Agency Requirements	Is agency in compliance? YES NO N/A			COMMENTS If marked "No," state reason why agency is not in compliance.	
<b><u>Requirement: Developmental Disabilities Agency Certificate</u></b>						
<b>IDAPA 16.03.21.100.01</b>	Does the agency have a current certificate to operate as a Developmental Disabilities Agency (DDA) in the state of Idaho?	<input type="checkbox"/>	<input type="checkbox"/>			
<b><u>Requirement: Criminal History</u></b>						
<b>IDAPA 16.03.21.009</b>	Can the agency verify that all employees, subcontractors, agents of the agency, and volunteers delivering DDA services to participants with developmental disabilities have received criminal history background checks?	<input type="checkbox"/>	<input type="checkbox"/>			
<b><u>Requirement: Staffing</u></b>						
The agency's personnel records should contain résumés and/or diplomas, transcripts showing coursework, and/or appropriate certificates for specialty training as noted with positions listed below.						
<b>IDAPA 16.03.21.400</b>	Administrator ( <i>This is a required position. There must be an individual responsible for the administration of the agency. This person must be employed by the agency. This can be determined by a copy of the organizational chart and job description.</i> ) NOTE: The agency administrator and clinical supervisor can be the same individual.	<input type="checkbox"/>	<input type="checkbox"/>			
	Developmental Specialist for Adults ( <i>Required when providing services to adults.</i> ) <b>Determined by copy of résumé and diploma.</b> Must have a minimum of two-hundred-forty (240) hours of professionally supervised experience with individuals who have developmental disabilities <b>and either:</b> 1. Possess a bachelor's or master's degree in special education, early childhood special education, speech-language pathology, applied behavioral analysis, psychology, physical therapy, occupational therapy, social work, or therapeutic recreation; <b>or</b> 2. Possess a bachelor's or master's degree in an area not listed above <b>and have:</b> Completed a competency course jointly approved by the Department and the Idaho Association of Developmental Disabilities Agencies that relates to the job requirements of a Developmental Specialist; and passed a competency examination approved by the Department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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	<p>Clinical Supervisor: 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:</p> <ol style="list-style-type: none"> <li>1. The supervision of service elements of the agency, including face to face supervision of agency staff providing direct care services; and</li> <li>2. 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.</li> </ol> <p>Clinical Supervisor Qualifications. A person qualified to act as clinical supervisor of a DDA must meet the following requirements:</p> <ol style="list-style-type: none"> <li>1. Must hold at least a bachelor's degree in a human services field from a nationally accredited university or college; and</li> <li>2. Must provide documentation of one (1) year's supervised experience working with the population served; and</li> <li>3. Must demonstrate competencies related to the requirements to provide intervention services as required by the Department; and</li> <li>4. Must complete additional coursework as required by the Department;</li> </ol> <p>NOTE: The agency administrator and clinical supervisor can be the same individual.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Supervision of Paraprofessionals</b>					
IDAPA 16.03.21.400.07	When services are provided by paraprofessionals, does the agency have documentation (log or other evidence) that a professional qualified to provide the service gives instructions, reviews progress, and provides training on the program(s) and procedures to be followed for all paraprofessionals under his/her supervision on a weekly basis, or more often if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Professional Observation</b>					
IDAPA 16.03.21.400.03.b	When services are provided by paraprofessionals, does the agency have documentation (log or other evidence) that a professional qualified to provide the service observes and reviews the work performed by the paraprofessional under his/her supervision, on a monthly basis or more often if necessary, to ensure that the paraprofessional has been trained on the program(s) and demonstrates the necessary skills to correctly implement the program(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>Requirement: Medication Management</u></b>					
IDAPA 16.03.21.511.01	Does the agency have documentation that each staff person assisting with participant medications ( <i>the participant is able to self-administer medication but requires assistance to bring to mouth, punch medications, etc.</i> ) has successfully completed the Assistance with Medications course available through the Idaho Professional Technical Education Program, a course approved by the Idaho State Board of Nursing, or other Department-approved training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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