

A NEW LEAF, INC.
Certified Family Home
Provider Job Description



RESPONSIBILITIES*:

01. The Provider agrees to provide the following goods and services without additional charge:

- Assistance with activities of daily living
- Arrangement for medical and dental care
- Appropriate & adequate supervision
- Essential toiletries (*include a reasonable supply of soap, shampoo, toilet paper, sanitary napkins, first aid supplies, and shaving supplies*)
- Recreational activities/supplies
- Maintenance of self-help skills
- Arranging for transportation
- Linens, towels and washcloth
- Furnishings and equipment
- Housekeeping
- Laundering linens
- Three (3) daily meals
- Television in the common areas

*From Certified Family Home Provider Manual, distributed 11-07, based on IDAPA 16.03.19.170/4-11-06

02. Meet with the CFH Program Coordinator at least quarterly (IDAPA 16.04.17.302.03/3-20-04), submitting program data on a monthly basis via mail, fax, or personal delivery.

03. Take data on Program Implementation Plans as it occurs or shortly thereafter, according to how the programs are written.
04. Document a minimum of eight (8) hours per year of ongoing, relevant training in the provision of supervision, services, and care. The training must consist of at least four (4) hours of classroom training. The remaining four (4) hours may be independent study or classroom training. Up to two (2) hours of ongoing First Aid or CPR will count toward the eight (8) hour requirement. The initial provider training required in Subsection 100.06 of IDAPA rules will count toward the first year's eight (8) hour training requirement (IDAPA 16.03.19.115/4-11-06).
05. When the CFH provider is designated as the payee on behalf of the participants, the Provider must assure a full and complete accounting of participants' personal funds entrusted to the Provider on behalf of participants. Records of financial transactions must be sufficient to allow a thorough audit of the participant's funds. This arrangement precludes any commingling of participant funds with Provider funds. The provider must ensure that the participant's financial records are available on request to the participant, participant's legal guardian or advocate (IDAPA 16.04.17.403/3-20-04).
06. Meet all other requirements as described in the CFH Provider Manual and IDAPA 16.03.19).

TREATMENT OF PARTICIPANTS (IDAPA 16.04.17.405):

01. Positive behavior interventions must be used prior to and in conjunction with, the implementation of any restrictive intervention. (3-20-04)
02. Employees, affiliated residential habilitation providers or contractors of the agency must not use physical, verbal, sexual, or psychological abuse or punishment. (3-20-04)
03. Employees, affiliated residential habilitation providers or contractors of the agency must not withhold food or hydration that contributes to a nutritionally adequate diet. (3-20-04)
04. Any agency employee, affiliated residential habilitation provider or contractor must report immediately report all allegations of mistreatment, abuse, neglect, injuries of unknown origin, or exploitation to the administrator and to adult protection workers and law enforcement officials, as required by law under Section 39-5202, Idaho Code, or to the Idaho Commission on Aging, IDAPA 15.01.03, "Rules Governing Ombudsman for the

Elderly Program,” or the designated state protection and advocacy system for persons with developmental disabilities when applicable. (3-20-04)

05. Agencies must provide evidence that all alleged violations are thoroughly investigated and must protect the participant from the possibility of abuse while the investigation is in progress. (3-20-04)

06. Results of all investigations must be reported to the administrator or designee and to other officials in accordance with state law, and, if the alleged violation is verified, appropriate corrective action must be taken. (3-20-04)

07. Participants must be treated with dignity and respect and their personal choices and preferences are respected and honored whenever possible and consistent with their well being and their plan of service. (3-20-04)

08. No restraints, other than physical restraint in an emergency, must be used on participants prior to the use of positive behavior interventions.

MANDATORY CRIMINAL HISTORY CHECK REQUIREMENTS (IDAPA 16.03.19.009):

01. The provider and all adults living in the home are required to comply with IDAPA 16.05.06, “Criminal History and Background Checks.” The resident is exempt from criminal history check requirements. (4-11-06)

02. The provider must have a completed criminal history check, including clearance, prior to certification. Any other adult living in the home must complete a self-declaration form, must be fingerprinted, and must not have any designated crimes listed in IDAPA 16.05.06, “Criminal History and Background Checks.” (4-11-06)

03. A new adult who plans to live in the home must complete a self-declaration form, must be fingerprinted, and must not have any designated crimes listed in IDAPA 16.05.06, “Criminal History and Background Checks,” before moving into the home. Any adult who is a visitor in the home and leaves within thirty (30) days, is not required to have a criminal history check but must not have unsupervised contact with the resident. (4-11-06)

04. A minor child turning eighteen (18) and living in the home must complete a self-declaration form, must be fingerprinted, and must not have disclosed any designated crimes listed in IDAPA 16.05.06, “Criminal History and Background Checks,” within thirty (30) days following the month of his eighteenth birthday. (4-11-06)

