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IDAHO ADMINISTRATIVE BULLETIN

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PREFACE

The Idaho Administrative Bulletin is an electronic-only, online monthly publication of the Office of the Administrative Rules Coordinator, Division of Financial Management, that is published pursuant to Section 67-5203, Idaho Code. The Bulletin is a compilation of all official rulemaking notices, official rule text, executive orders of the Governor, and all legislative documents affecting rules that are statutorily required to be published in the Bulletin. It may also include other rules-related documents an agency may want to make public through the Bulletin.

State agencies are required to provide public notice of all rulemaking actions and must invite public input. This is done through negotiated rulemaking procedures or after proposed rulemaking has been initiated. The public receives notice that an agency has initiated proposed rulemaking procedures through the Idaho Administrative Bulletin and a legal notice (Public Notice of Intent) that publishes in authorized newspapers throughout the state. The legal notice provides reasonable opportunity for the public to participate when a proposed rule publishes in the Bulletin. Interested parties may submit written comments to the agency or request public hearings of the agency, if none have been scheduled. Such submissions or requests must be presented to the agency within the time and manner specified in the individual “Notice of Rulemaking - Proposed Rule” for each proposed rule that is published in the Bulletin.

Once the comment period closes, the agency considers fully all comments and information submitted regarding the proposed rule. Changes may be made to the proposed rule at this stage of the rulemaking, but changes must be based on comments received and must be a “logical outgrowth” of the proposed rule. The agency may now adopt and publish the pending rule. A pending rule is “pending” legislative review for final approval. The pending rule is the agency’s final version of the rulemaking that will be forwarded to the legislature for review and final approval. Comment periods and public hearings are not provided for when the agency adopts a temporary or pending rule.

CITATION TO THE IDAHO ADMINISTRATIVE BULLETIN

The Bulletin is identified by the calendar year and issue number. For example, Bulletin 19-1 refers to the first Bulletin issued in calendar year 2019; Bulletin 20-1 refers to the first Bulletin issued in calendar year 2020. Volume numbers, which proceed from 1 to 12 in a given year, correspond to the months of publication, i.e.; Volume No. 19-1 refers to January 2019; Volume No. 20-2 refers to February 2020; and so forth. Example: The Bulletin published in January 2019 is cited as Volume 19-1. The December 2019 Bulletin is cited as Volume 19-12.

RELATIONSHIP TO THE IDAHO ADMINISTRATIVE CODE

The Idaho Administrative Code is an electronic-only, online compilation of all final and enforceable administrative rules of the state of Idaho that are of full force and effect. Any temporary rule that is adopted by an agency and is of force and effect is codified into the Administrative Code upon Bulletin publication. All pending rules that have been approved by the legislature during the legislative session as final rules and any temporary rules that are extended supplement the Administrative Code. These rules are codified into the Administrative Code upon becoming effective. Because proposed and pending rules are not enforceable, they are published in the Administrative Bulletin only and cannot be codified into the Administrative Code until approved as final.

To determine if a particular rule remains in effect or whether any amendments have been made to the rule, refer to the Cumulative Rulemaking Index. Link to it on the Administrative Rules homepage at adminrules.idaho.gov.

THE DIFFERENT RULES PUBLISHED IN THE ADMINISTRATIVE BULLETIN

Idaho’s administrative rulemaking process, governed by the Administrative Procedure Act, Title 67, Chapter 52, Idaho Code, comprises distinct rulemaking actions: negotiated, proposed, temporary, pending and final rulemaking. Not all rulemakings incorporate or require all of these actions. At a minimum, a rulemaking includes proposed, pending and final rulemaking. Many rules are adopted as temporary rules when they meet the required statutory criteria and agencies must, when feasible, engage in negotiated rulemaking at the beginning of the process to facilitate consensus building. In the majority of cases, the process begins with proposed rulemaking and ends with the final rulemaking. The following is a brief explanation of each type of rule.
1. NEGOTIATED RULEMAKING

Negotiated rulemaking is a process in which all interested persons and the agency seek consensus on the content of a rule through dialogue. Agencies are required to conduct negotiated rulemaking whenever it is feasible to do so. The agency files a “Notice of Intent to Promulgate – Negotiated Rulemaking” for publication in the Administrative Bulletin inviting interested persons to contact the agency if interested in discussing the agency’s intentions regarding the rule changes. This process is intended to result in the formulation of a proposed rule and the initiation of regular rulemaking procedures. One result, however, may also be that regular (proposed) rulemaking is not initiated and no further action is taken by the agency.

2. PROPOSED RULEMAKING

A proposed rulemaking is an action by an agency wherein the agency is proposing to amend or repeal an existing rule or to adopt a new rule. Prior to the adoption, amendment, or repeal of a rule, the agency must publish a “Notice of Rulemaking – Proposed Rule” in the Bulletin. This notice must include very specific information regarding the rulemaking including all relevant state or federal statutory authority occasioning the rulemaking, a non-technical description of the changes being made, any associated costs, guidance on how to participate through submission of written comments and requests for public hearings, and the text of the proposed rule in legislative format.

3. TEMPORARY RULEMAKING

Temporary rules may be adopted only when the governor finds that it is necessary for:

a) protection of the public health, safety, or welfare; or  
b) compliance with deadlines in amendments to governing law or federal programs; or  
c) conferring a benefit.

If a rulemaking meets one or more of these criteria, and with the Governor’s approval, the agency may adopt and make a temporary rule effective prior to receiving legislative authorization and without allowing for any public input. The law allows an agency to make a temporary rule immediately effective upon adoption. A temporary rule expires at the conclusion of the next succeeding regular legislative session unless the rule is extended by concurrent resolution, is replaced by a final rule, or expires under its own terms.

4. PENDING RULEMAKING

A pending rule is a rule that has been adopted by an agency under regular rulemaking procedures and remains subject to legislative review before it becomes a final, enforceable rule. When a pending rule is published in the Bulletin, the agency is required to include certain information in the “Notice of Rulemaking – Pending Rule.” This includes a statement giving the reasons for adopting the rule, a statement regarding when the rule becomes effective, a description of how it differs from the proposed rule, and identification of any fees being imposed or changed.

Agencies are required to republish the text of the pending rule when substantive changes have been made to the proposed rule. An agency may adopt a pending rule that varies in content from that which was originally proposed if the subject matter of the rule remains the same, the pending rule change is a logical outgrowth of the proposed rule, and the original notice was written so as to assure that members of the public were reasonably notified of the subject. It is not always necessary to republish all the text of the pending rule.

5. FINAL RULEMAKING

A final rule is a rule that has been adopted by an agency under the regular rulemaking procedures and is of full force and effect.
HOW TO USE THE IDAHO ADMINISTRATIVE BULLETIN

Rulemaking documents produced by state agencies and published in the Idaho Administrative Bulletin are organized by a numbering schematic. Each state agency has a two-digit identification code number known as the “IDAPA” number. (The “IDAPA” Codes are listed in the alphabetical/numerical index at the end of this Preface.) Within each agency there are divisions or sections to which a two-digit “TITLE” number is assigned. There are “CHAPTER” numbers assigned within the Title and the rule text is divided among major sections that are further subdivided into subsections. An example IDAPA number is as follows:

IDAPA 38.05.01.200.02.c.ii.

“IDAPA” refers to Administrative Rules in general that are subject to the Administrative Procedures Act and are required by this act to be published in the Idaho Administrative Code and the Idaho Administrative Bulletin.

“38.” refers to the Idaho Department of Administration

“05.” refers to Title 05, which is the Department of Administration’s Division of Purchasing

“01.” refers to Chapter 01 of Title 05, “Rules of the Division of Purchasing”

“200.” refers to Major Section 200, “Content of the Invitation to Bid”

“02.” refers to Subsection 200.02.

“c.” refers to Subsection 200.02.c.

“ii.” refers to Subsection 200.02.c.ii.

DOCKET NUMBERING SYSTEM

Internally, the Bulletin is organized sequentially using a rule docketing system. Each rulemaking that is filed with the Coordinator is assigned a “DOCKET NUMBER.” The docket number is a series of numbers separated by a hyphen “-”, (38-0501-1401). Rulemaking dockets are published sequentially by IDAPA number (the two-digit agency code) in the Bulletin. The following example is a breakdown of a typical rule docket number:

“DOCKET NO. 38-0501-1901”

“38-” denotes the agency’s IDAPA number; in this case the Department of Administration.

“0501-” refers to the TITLE AND CHAPTER numbers of the agency rule being promulgated; in this case the Division of Purchasing (TITLE 05), Rules of the Division of Purchasing (Chapter 01).

“1901” denotes the year and sequential order of the docket being published; in this case the numbers refer to the first rulemaking action published in calendar year 2019. A subsequent rulemaking on this same rule chapter in calendar year 2019 would be designated as “1902”. The docket number in this scenario would be 38-0501-1902.

Within each Docket, only the affected sections of chapters are printed. (See Sections Affected Index in each Bulletin for a listing of these.) The individual sections affected are printed in the Bulletin sequentially (e.g. Section “200” appears before Section “345” and so on). Whenever the sequence of the numbering is broken the following statement will appear:

(BREAK IN CONTINUITY OF SECTIONS)
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*Last day to submit a proposed rulemaking before moratorium begins AND last day to submit a pending rule to be reviewed by upcoming legislature.

**Last day to submit a proposed rule to remain on course for rulemaking to be completed and submitted for review by upcoming legislature.
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<td>Vocational Rehabilitation, Division of</td>
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<td>IDAPA 37</td>
<td>Water Resources, Department of</td>
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<td>IDAPA 42</td>
<td>Wheat Commission, Idaho</td>
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</table>
EFFECTIVE DATE: This rule has been adopted by the agency and is now pending review by the 2021 Idaho State Legislature for final approval. The pending rule becomes final and effective at the conclusion of the legislative session, unless the rule is approved or rejected in part by concurrent resolution in accordance with Section 67-5224 and 67-5291, Idaho Code. If the pending rule is approved or rejected in part by concurrent resolution, the rule becomes final and effective upon adoption of the concurrent resolution or upon the date specified in the concurrent resolution.

AUTHORITY: In compliance with Section 67-5224, Idaho Code, notice is hereby given that this agency has adopted a pending rule. The action is authorized pursuant to Article IX, Section 2, Idaho Constitution and under Sections 33-105, 33-107, 33-116, 33-1001, 33-1002, and 33-1027, Idaho Code.

DESCRIPTIVE SUMMARY: The following is a concise explanatory statement of the reasons for adopting the pending rule and a statement of any change between the text of the proposed rule and the text of the pending rule with an explanation of the reasons for the change.

HB 293 (2019) requires the State Board of Education to promulgate rules establishing how enrollment would be counted and reported to the state for students who attend public schools part-time or attend more than one public school at the same time. Amendments to this rule establish the methodology for reporting full-time equivalent (FTE) student enrollment as required in Section 33-1027, Idaho Code. Additional conflicts between the language in IDAPA 08.02.01 and existing statutory language were identified during the negotiated rulemaking process and corrected. The original language regarding days of attendance required students to be physically present, at the same time Section 33-1003C, Idaho Code and Section 33-5208, Idaho Code, allow for counting students in attendance when receiving online instruction or through virtual programs when they are not physically present. Because Idaho statute governs over Administrative Code this conflict has not affected funding for these programs in the past, however, this was an opportunity to align the language in Administrative Code with the statutory provisions. Additional amendments address and remove the high school equivalency certificate application requirement and make technical corrections or cleanup existing provisions pertaining to student counts and student reporting that were identified during the negotiated rulemaking process.

The text of the pending rule has been amended in accordance with Section 67-5227, Idaho Code. Only those sections that have changes that differ from the proposed text are printed in this bulletin. The complete text of the proposed rule was published in the October 7, 2020 Idaho Administrative Bulletin, Vol.20-10, pages 16-21.

FISCAL IMPACT: The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars ($10,000) during the fiscal year: The requirement for reporting FTE student enrollment has been established in Section 33-1027, Idaho Code. This rule has no fiscal impact outside of the existing statutory requirement.

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning the pending rule, contact Tracie Bent at tracie.bent@osbe.idaho.gov or (208) 332-1582.

Dated this 7th day of December, 2020.

Tracie Bent, Chief Planning and Policy Officer
State Board of Education
650 W. State Street
P.O. Box 83720
Boise, ID and 83720-0037
Phone: (208) 332-1582
Fax: (208) 334-2632
DOCKET NO. 08-0201-2001 – ADOPTION OF PENDING RULE

Substantive changes have been made to the pending rule.
Italicized red text that is double underscored is new text that has been added to the pending rule.

The text of the proposed rule was published in the Idaho Administrative Bulletin, Volume 20-10, October 7, 2020, pages 16 through 21.

This rule has been adopted as a pending rule by the Agency and is now awaiting review and final approval by the 2021 Idaho State Legislature.

(Only those sections or subsections that have changed from the original proposed text are printed in this Bulletin following this notice.)

250. PUPIL ACCOUNTING AND REQUIRED INSTRUCTIONAL TIME.
(Section 33-512, Idaho Code) (4-1-97)

01. Required Instructional Time. Excluding transportation to and from school, lunch periods, passing times, and recess, schools must schedule at least the following instructional times: kindergarten, four hundred fifty (450) hours per year or equivalent amount of instruction through an online, distance, or blended learning format; grades one through three (1-3), eight hundred ten (810) hours per year or equivalent amount of instruction through an online, distance, or blended learning format; grades four through eight (4-8), nine hundred (900) hours per year or equivalent amount of instruction through an online, distance, or blended learning format; and grades nine through twelve (9-12), nine hundred ninety (990) hours per year or equivalent amount of instruction through an online, distance, or blended learning format. The equivalent amount of instruction shall be based on the amount of time reported for the same course or amount of coursework delivered in an in-person setting. (4-1-97)

02. Required Attendance. All pupils will complete four (4) years of satisfactory attendance in grades nine through twelve (9-12) to graduate from an accredited high school, except those who are approved for early graduation. (4-1-97)

03. Day in Session When Counting Pupils in Attendance. (4-1-97)

a. A school day for grades one through twelve (1-12) may be counted as a “day in session” when the school is open in session and students are under the guidance and direction of teachers in the teaching process for not less than four (4) hours or its equivalent of instruction per day. Lunch periods, breaks, passing time and recess will not be included in the four (4) hours. For kindergarten, each session will be at least two and one-half (2 1/2) hours per day. (4-1-97)

b. Half-day Session. A half-day in session occurs when the students in grades one through twelve (1-12) are under the guidance or direction of teachers in the teaching process for a minimum of two and one-half (2 1/2) hours or its equivalent of instruction or the teachers are involved in staff development activities for not less than two and one-half (2 1/2) hours. Students attending less than a half-day in session may have their hours aggregated by week for reporting purposes. (4-1-97)

c. Teacher In-service Activities. For grades one through twelve (1-12), not more than twenty-two (22) hours may be utilized for teacher in-service activities, based on the district approved calendar. In the event a school district chooses to utilize full days instead of half-days, the attendance reported for these full days will be the average of the attendance for the other days of that same week. (4-1-97)
04. **Day of Attendance - Kindergarten.** A day of attendance for a kindergarten pupil is one in which a pupil is physically present for a period of two and one-half (2 1/2) hours under the direction and guidance of a teacher while school is in session or under homebound instruction. A homebound student is one who is unable to attend school for at least ten (10) consecutive days due to illness, accident or an unusual disabling condition. Attendance will be reported in half-day increments. Attendance reports for any day in the school year will reflect only those students physically present. Particularly, enrollment figures are not to be used for the beginning nor closing weeks of school. (Section 33-1001(5), Idaho Code) (4-1-97)

05. **Day of Attendance (ADA) - Grades One Through Twelve (1-12).** A day of attendance is one in which a pupil is physically present for the full day under the guidance and direction of a teacher or other authorized school district personnel while school is in session or is a homebound student under the instruction of a teacher employed by the district in which the pupil resides, with the exception as stated in “day in session” above. A homebound student is one who is unable to attend school for at least ten (10) consecutive days due to illness, accident or an unusual disabling condition. Attendance will be reported in full or half-days. Attendance reports for any day in the school year will reflect only those students physically present or under homebound instruction. (Section 33-1001(4), Idaho Code) (4-1-97)

06. **Average Daily Attendance.** In a given school year, the annual average daily attendance for a given school is the aggregate scheduled days of attendance divided by the number of days school was actually in session. (Section 33-1001(2), Idaho Code) (4-1-97)

07. **Full-Time Equivalent (FTE) Enrollment Reporting.**

a. Kindergarten students enrolled in one (1) LEA for a total number of courses that equal six hundred (600) minutes per week shall equal zero point five (0.5) FTE. Grade one (1) through grade twelve (12) students enrolled in one (1) LEA for a total number of courses that equal one thousand two hundred (1,200) or more minutes per week shall equal one (1) FTE.

b. Kindergarten students enrolled in one (1) or more LEAs for a total number of courses at all LEAs that equal less than six hundred (600) minutes per week, the FTE shall be based on the percentage of time each student’s courses are of six hundred (600) minutes. Grade one (1) through grade twelve (12) students enrolled in one (1) or more LEAs for a total number of courses at all LEAs that equal less than one thousand two hundred (1,200) minutes per week, the FTE shall be based on the percentage of time each student’s courses are of one thousand two hundred (1,200) minutes.

c. Kindergarten students enrolled in more than one (1) LEA for a total number of courses at all LEAs that equal six hundred (600) or more minutes per week and less than or equal to seven hundred fifty (750) minutes per week the FTE shall be fractionalized based on percentage of time for which the student is enrolled. Grade one (1) through grade twelve (12) students enrolled in more than one (1) LEA for a total number of courses at all LEAs that equal one thousand two hundred (1,200) or more minutes per week and less than or equal to the respective amounts in the following subsections the FTE shall be fractionalized based on percentage of time for which the student is enrolled:

i. Kindergarten: seven hundred fifty (750) minutes.

ii. Grade one (1) through grade three (3): one thousand three hundred fifty (1,350) minutes.

iii. Grade four (4) through grade eight (8): one thousand five hundred (1,500) minutes.

iv. Grade nine (9) through grade twelve (12): one thousand six hundred fifty (1,650) minutes.

d. Students enrolled in more than one (1) LEA for a total number of courses at all LEAs that equal more than the following minutes the FTE shall be based on the percentage of time for which the student is enrolled:
i. Grade one (1) through grade three (3): one thousand three hundred fifty (1,350) minutes.  

ii. Grade four (4) through grade eight (8): one thousand five hundred (1,500) minutes.  

iii. Grade nine (9) through grade twelve (12): one thousand six hundred fifty (1,650) minutes.  

e. Courses in LEAs with block scheduling that results in students attending courses for a period greater than one (1) week in order to encompass all courses the student is enrolled in for the term will use average minutes per week over the applicable time period to determine the courses minutes per week.  

f. Students enrolled in an alternative summer school or alternative night school program of two hundred twenty-five (225) or more hours of instruction may be counted as an additional zero point two five (0.25) FTE. Alternative summer school enrollment will be included in the October 1 reporting period.  

g. Students enrolled in an alternative summer school or night school program of less than two hundred twenty-five (225) hours FTE will be determined based on the proportional share of two hundred twenty-five (225) hours the program consists of.  

h. Students enrolled in more than one (1) LEA in grade seven (7) through grade twelve (12) shall count enrollment at all LEAs for determining eligibility of overload courses identified in Sections 33-4601 and 33-4602, Idaho Code.
NOTICE OF RULEMAKING – ADOPTION OF TEMPORARY RULE

EFFECTIVE DATE: The effective date of the temporary rule is December 7, 2020.

AUTHORITY: In compliance with Sections 67-5226, Idaho Code, notice is hereby given this agency has adopted a temporary rule. The action is authorized pursuant to Article IX, Section 2, Idaho Constitution and under Sections 33-105, 33-107, 33-116, 33-1001, 33-1002, and 33-1027, Idaho Code.

DESCRIPTIVE SUMMARY: The following is the required finding and concise statement of its supporting reasons for adopting a temporary rule:

HB 293 (2019) requires the State Board of Education to promulgate rules establishing how enrollment would be counted and reported to the state for students who attend public schools part-time or attend more than one public school at the same time. Amendments to this rule establish the methodology for reporting full-time equivalent (FTE) student enrollment as required in Section 33-1027, Idaho Code, and establishes a methodology for using average FTE student enrollment for reporting student attendance in a course and calculating average daily attendance for funding purposes. In the spring of 2020 when school districts and charter schools were forced to close buildings and move to online or hybrid instruction in response to the pandemic barriers were identified with how a day of attendance was calculated and average daily attendance was reported, particularly, when students were moving between in-person and online instruction for the same course throughout a school term as is done with hybrid instruction. Additional conflicts between the language IDAPA 08.02.01 and existing statutory language were also identified. The original language regarding days of attendance required students to be physically present, at the same time Section 33-1003C, Idaho Code, and Section 33-5208, Idaho Code, allow for counting student students in attendance when receiving online instruction or through virtual programs when they are not physically present to be included in the attendance count. Because Idaho statute governs over Administrative Code this conflict has not affected funding for these programs in the past, however, this was an opportunity to align the language in Administrative Code and address students that are instructed online and in person for a single course. Additional amendments address technical changes and removing the high school equivalency certificate application requirement and for making technical corrections or cleanup to existing provisions pertaining to funding and student counts that are identified during the negotiated rulemaking process as well as the removal of outdated or obsolete sections.

TEMPORARY RULE JUSTIFICATION: Pursuant to Sections 67-5226(1)(b) and (c), Idaho Code, the Governor has found that temporary adoption of the rule is appropriate for the following reasons:

This rule will establish a methodology for school districts and charter schools to report students that are receiving instruction regardless of the methodology of instruction (in-person or virtual). Due to the pandemic and the need for school to be able to transition between in-person and remote instruction, the current methodology only accounts of traditional in-person courses and full-time virtual programs. Additionally, HB293 (2019) established a requirement for the Board to identify a methodology for enrollment reporting. The methodology was run as a temporary rule in 2019 to establish its validity and now needs to be established through a temporary and proposed rule to maintain it through the current school year. The language has been slightly modified from the 2019 version to account for areas of improvement that were identified during the pilot run of the data in 2019.

FEE SUMMARY: Pursuant to Section 67-5226(2), the Governor has found that the fee or charge being imposed or increased is justified and necessary to avoid immediate danger and the fee is described herein: N/A

FISCAL IMPACT STATEMENT: The 2020 Idaho Legislature used an estimated 15,821 supports units (based on an estimated percent increase in ADA over the 293,916.40 Mid-term ADA reported in FY 20) when setting the FY 21 public schools budget. Support units calculated using preliminary FTE student enrollment data for FY 21, as of December 4, 2020, show mid-term ADA calculation coming in at approximately 304,709 (using FTE Student Enrollment). Initial numbers reported in November (pulled November 30th) showed ADA based on FTE student enrollment at 288,091.7 (using FTE Student Enrollment). Between the November 30 ISEE data pull and the December 7 ISEE data pull that number has increased by 16,617.30 ADA. The most recent fiscal impact based on calculations provided by the Department of Education as of December 29th, 2020 show us at 16,143 support units. With a variance of 322 support units from the original appropriation, the fiscal impact is projected to be around $34,135,220, though this may change as new information becomes available.
The corrected ADA number will be used by the Department of Education to calculate support units, the support unit calculation vary based on the category a student is in. Categories are based on grade ranges and other factors such as special education. Each category of student uses a different divisor for calculating support units. Applicable state funding is then distributed to the school districts based on their support units or staff allowance calculated from support units. Over the next few weeks the Department of Education will work through the process of calculating support units and working with the school districts to identify and correct any additional discrepancies or errors in the data. Final Mid-term Support Unit numbers should be available during the first week in January.

Based on the updated numbers reported by the schools districts the Mid-term ADA of 304,709 would translate to approximately 16,095.35 support units. This number is pending adjustments to ADA reported at career technical schools. The fiscal impact will vary depending on the average support unit value and the variance between the final support units and the support units used in the FY21 appropriation. Currently we are estimated a 1.25% variance.

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning the temporary rule, contact Tracie Bent at tracie.bent@osbe.idaho.gov or (208) 332-1582.

Dated this 7th day of December, 2020.

Tracie Bent, Chief Planning and Policy Officer
State Board of Education
650 W. State Street
P.O. Box 83720
Boise, ID and 83720-0037
Phone: (208) 332-1582
Fax: (208) 334-2632

THE FOLLOWING IS THE TEXT OF THE TEMPORARY RULE FOR DOCKET NO. 08-0201-2101
(Only Those Sections With Amendments Are Shown.)

008. DEFINITIONS.

01. Course. A unit of instruction that may be determined based on the amount of instructional time or predetermined level of content and course outcomes. (12-7-20)

02. Virtual Course. A course where instruction is provided in an on-line or virtual format and does not necessarily include face-to-face instruction. (12-7-20)

0089. -- 049. (RESERVED)

(BREAK IN CONTINUITY OF SECTIONS)

250. PUPIL ACCOUNTING AND REQUIRED INSTRUCTIONAL TIME.
(Section 33-512, Idaho Code) (4-1-97)

01. Required Instructional Time. Excluding transportation to and from school, lunch periods, passing times, and recess, schools must schedule at least the following instructional times: kindergarten, four hundred fifty (450) hours per year or equivalent amount of instruction through an online, distance, or blended learning format; grades one through three (1-3), eight hundred ten (810) hours per year or equivalent amount of instruction through an
online, distance, or blended learning format; grades four through eight (4-8), nine hundred (900) hours per year; and grades nine through twelve (9-12), nine hundred ninety (990) hours per year or equivalent amount of instruction through an online, distance, or blended learning format. The equivalent amount of instruction shall be based on the amount of time reported for the same course or amount of coursework delivered in an in-person setting.

02. Required Attendance. All pupils will complete four (4) years of satisfactory attendance in grades nine through twelve (9-12) to graduate from an accredited high school, except those who are approved for early graduation.

03. Day in Session When Counting Pupils in Attendance.

a. A school day for grades one through twelve (1-12) may be counted as a “day in session” when the school is open in session and students are under the guidance and direction of teachers in the teaching process for not less than four (4) hours or its equivalent of instruction per day. Lunch periods, breaks, passing time and recess will not be included in the four (4) hours. For kindergarten, each session will be at least two and one-half (2 1/2) hours per day.

b. Half-day Session. A half-day in session occurs when the students in grades one through twelve (1-12) are under the guidance and direction of teachers in the teaching process for a minimum of two and one-half (2 1/2) hours or its equivalent of instruction or the teachers are involved in staff development activities for not less than two and one-half (2 1/2) hours. Students attending less than a half-day in session may have their hours aggregated by week for reporting purposes.

c. Teacher In-service Activities. For grades one through twelve (1-12), not more than twenty-two (22) hours may be utilized for teacher in-service activities, based on the district approved calendar. In the event a school district chooses to utilize full days instead of half-days, the attendance reported for these full days will be the average of the attendance for the other days of that same week.

04. Day of Attendance - Kindergarten. A day of attendance for a kindergarten pupil is one in which a pupil is physically present for a period of two and one-half (2 1/2) hours under the direction and guidance of a teacher while school is in session or under homebound instruction. A homebound student is one who is unable to attend school for at least ten (10) consecutive days due to illness, accident, or an unusual disabling condition. Attendance will be reported in half-day increments. Attendance reports for any day in the school year will reflect only those students physically present. Particularly, enrollment figures are not to be used for the beginning nor closing weeks of school. (Section 33-1001(5), Idaho Code.)

05. Day of Attendance (ADA) - Grades One Through Twelve (1-12). A day of attendance is one in which a pupil is physically present for the full day under the guidance and direction of a teacher or other authorized school district personnel while school is in session or is a homebound student under the instruction of a teacher employed by the district in which the pupil resides, with the exception as stated in “day in session” above. A homebound student is one who is unable to attend school for at least ten (10) consecutive days due to illness, accident or an unusual disabling condition. Attendance will be reported in full or half-days. Attendance reports for any day in the school year will reflect only those students physically present or under homebound instruction. (Section 33-1001(4), Idaho Code)

06. Average Daily Attendance. Average daily attendance will be reported by averaging the full-time equivalent enrollment by week for students receiving instruction. To be considered as a student receiving instruction the student must have regular contact with the applicable instructional or pupil service staff member and be completing assignments as applicable to the grade range and course the student is enrolled in. For funding purposes full-time equivalent enrollment in an alternative summer school program shall be based on the student attending two hundred twenty-five (225) hours or more or the proportional share of hours up to one (1) average day of attendance. In a given school year, the average daily attendance for a given school is the aggregate scheduled days of attendance divided by the number of days school was actually in session. (Section 33-1001(2), Idaho Code)

07. Full-Time Equivalent (FTE) Enrollment Reporting.
Kindergarten students enrolled in one (1) LEA for a total number of courses that equal six hundred (600) or more minutes per week shall equal zero point five (0.5) FTE. Grade one (1) through grade twelve (12) students enrolled in one (1) LEA for a total number of courses that equal one thousand two hundred (1,200) or more minutes per week shall equal one (1) FTE.

Kindergarten students enrolled in one (1) or more LEAs for a total number of courses at all LEAs that equal six hundred (600) minutes per week or less, the FTE shall be based on the percentage of time each student’s courses are of six hundred (600) minutes. Grade one (1) through grade twelve (12) students enrolled in one (1) or more LEAs for a total number of courses at all LEAs that equal one thousand two hundred (1,200) minutes per week or less, the FTE shall be based on the percentage of time each student’s courses are of one thousand two hundred (1,200) minutes.

Kindergarten students enrolled in more than one (1) LEA for a total number of courses at all LEAs that equal six hundred (600) or more minutes per week and less than or equal to seven hundred fifty (750) minutes the FTE shall be fractionalized based on percentage of time for which the student is enrolled. Grade one (1) through grade twelve (12) students enrolled in more than one (1) LEA for a total number of courses at all LEAs that equal one thousand two hundred (1,200) or more minutes per week and less than or equal to the respective amounts in the following subsections the FTE shall be fractionalized based on percentage of time for which the student is enrolled:

Kindergarten: seven hundred fifty (750) minutes.

Grade one (1) through grade three (3): one thousand three hundred fifty (1,350) minutes.

Grade four (4) through grade eight (8): one thousand five hundred (1,500) minutes.

Grade nine (9) through grade twelve (12): one thousand six hundred fifty (1,650) minutes.

Students enrolled in more than one (1) LEA for a total number of courses at all LEAs that equal more than the following minutes the FTE shall be based on the percentage of time for which the student is enrolled:

Grade one (1) through grade three (3): one thousand three hundred fifty (1,350) minutes.

Grade four (4) through grade eight (8): one thousand five hundred (1,500) minutes.

Grade nine (9) through grade twelve (12): one thousand six hundred fifty (1,650) minutes.

Courses in LEAs with block scheduling that results in students attending courses for a period greater than one (1) week in order to encompass all courses the student is enrolled in for the term will use average minutes per week over the applicable time period to determine the courses minutes per week.

Students enrolled in an alternative summer school or alternative night school program of two hundred twenty-five (225) hours of instruction may be counted as an additional zero point two five (.25) FTE. Alternative summer school enrollment will be included in the October 1 reporting period.

Students enrolled in an alternative summer school or night school program of less than two hundred twenty-five (225) hours FTE will be determined based on the proportional share of two hundred twenty-five (225) hours the program consists of.

Students enrolled in more than one (1) LEA in grade seven (7) through grade twelve (12) shall count enrollment at all LEAs for determining eligibility of overload courses identified in Sections 33-4601 and 33-4602, Idaho Code.
EFFECTIVE DATE: This rule has been adopted by the agency and is now pending review by the 2021 Idaho State Legislature for final approval. The pending rule becomes final and effective at the conclusion of the legislative session, unless the rule is approved or rejected in part by concurrent resolution in accordance with Section 67-5224 and 67-5291, Idaho Code. If the pending rule is approved or rejected in part by concurrent resolution, the rule becomes final and effective upon adoption of the concurrent resolution or upon the date specified in the concurrent resolution.

AUTHORITY: In compliance with Section 67-5224, Idaho Code, notice is hereby given that this agency has adopted a pending rule. The action is authorized pursuant to Article IX, Section 2, Idaho Constitution and under Sections 33-105, 33-107, 33-1002B, 33-1201A, and 33-1202, Idaho Code.

DESCRIPTIVE SUMMARY: The following is a concise explanatory statement of the reasons for adopting the pending rule and a statement of any change between the text of the proposed rule and the text of the pending rule with an explanation of the reasons for the change.

This rule will make two amendments to IDAPA 08.02.02 to bring it into alignment with HB 523 (2020) and SB 1329 (2020). This rule will update subsection 028. Professional Endorsement, to also reference the new Advanced Professional Endorsement, pursuant to Section 33-1201A, Idaho Code, as amended by HB 523 (2020). The second amendment will amend Subsection 015.06. Industry-Based Occupational Specialist Certificate (CTE Certification) to align with Section 33-2205, Idaho Code, as amended in SB 1329 (2020), setting provisions for career technical educator degree based certification, and hours of professional experience. Additional technical correction or the elimination of obsolete language that are identified during the negotiated rulemaking will also be considered.

There are no changes to the pending rule and it is being adopted as originally proposed. The complete text of the proposed rule was published in the October 7, 2020 Idaho Administrative Bulletin, Vol. 20-10, pages 22-31.

FISCAL IMPACT: The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars ($10,000) during the fiscal year: These amendments update certification requirements to align with statutory changes and will have no fiscal impact outside of the fiscal impact created by the applicable statutory requirements.

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning this pending rule, contact Tracie Bent at tracie.bent@osbe.idaho.gov or (208) 332-1582.

Dated this 30th day of November, 2020.

Tracie Bent
Chief Planning and Policy Officer
State Board of Education
650 W. State Street
PO Box 83720
Boise, ID and 83720-0037
Phone: (208) 332-1582
Fax: (208) 334-2632
NOTICE OF RULEMAKING – ADOPTION OF PENDING RULE

EFFECTIVE DATE: This rule has been adopted by the agency and is now pending review by the 2021 Idaho State Legislature for final approval. The pending rule becomes final and effective at the conclusion of the legislative session, unless the rule is approved or rejected in part by concurrent resolution in accordance with Section 67-5224 and 67-5291, Idaho Code. If the pending rule is approved or rejected in part by concurrent resolution, the rule becomes final and effective upon adoption of the concurrent resolution or upon the date specified in the concurrent resolution.

AUTHORITY: In compliance with Section 67-5224, Idaho Code, notice is hereby given that this agency has adopted a pending rule. The action is authorized pursuant to pursuant to Article IX, Section 2 of the Idaho Constitution and under Sections 33-101, 33-105, and Chapter 15, Title 22, Idaho Code, Idaho Code.

DESCRIPTIVE SUMMARY: The following is a concise explanatory statement of the reasons for adopting the pending rule and a statement of any change between the text of the proposed rule and the text of the pending rule with an explanation of the reasons for the change.

This rule will vacate the entire chapter, IDAPA 08.05.01 Seed Certification Standards. Allowing this chapter to be repealed at this time will align with the 2020 Legislative action removing the requirement that seed certification standards are promulgated through the rulemaking process.

There are no changes to the pending rule and it is being adopted as originally proposed. The complete text of the proposed rule was published in the October 7, 2020 Idaho Administrative Bulletin, Vol. 20-10, page 32.

FISCAL IMPACT: The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars ($10,000) during the fiscal year: None.

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning this pending rule, contact Tracie Bent at tracie.bent@osbe.idaho.gov or (208) 332-1582.

Dated this 30th day of November, 2020.

Tracie Bent
Chief Planning and Policy Officer
State Board of Education
650 W. State Street
PO Box 83720
Boise, ID and 83720-0037
Phone: (208) 332-1582
Fax: (208) 334-2632
EFFECTIVE DATE: The effective date of the temporary rule is December 22, 2020.

AUTHORITY: In compliance with Section 67-5226, Idaho Code, notice is hereby given this agency has adopted a temporary rule. This action is authorized pursuant to Title 36, Idaho Code, including Sections 36-104 and 36-408, Idaho Code.

DESCRIPTIVE SUMMARY: The following is the required finding and concise statement of its supporting reasons for adopting a temporary rule:

The Governor has found that temporary rule making is appropriate to increase the number of general hunt elk tags set aside for outfitters to 2,800 on a statewide basis and reserve them for sale to persons who have entered into an agreement to use the services of an outfitter licensed under Chapter 21, Title 36, Idaho Code.

This rulemaking balances outfitter industry and local economic interests in conjunction with the Commission November 20, 2020 action to set nonresident tag limits for all previously uncapped general elk hunts (established by zone) to address hunter congestion and crowding. Temporary rulemaking is appropriate because the current ceiling for statewide outfitter set-aside elk tags (2,400 tags) otherwise limits outfitter elk tag allocation in previously uncapped elk zones to approximately 59% of outfitter reported annual use history. The temporary rule provides the Commission flexibility to increase the outfitter tag allocation in previously uncapped elk zones and to support potential changes in outfitter tag allocation in previously capped elk zones when the Commission sets 2021-2022 elk seasons.

TEMPORARY RULE JUSTIFICATION: Pursuant to Section 67-5226(1), Idaho Code, the Governor has found that the adoption of a temporary rule confers a benefit by giving the Commission the ability to reduce otherwise negative potential impacts to Idaho’s outfitter industry and related potential local economic impacts. Temporary rulemaking also promotes broader community support for related Commission actions to benefit resident hunters by limiting non-resident hunters to reduce hunter congestion and crowding.

In addition, temporary rulemaking is consistent with Section 36-408, Idaho Code, as amended in 2019 and 2020, which authorizes the Commission to set the number of outfitter allocated tags for a capped elk zone based on verified outfitter use history.

FEE SUMMARY: Not applicable. This temporary rule does not impose new fees or charges.

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning the temporary rule, contact Jon Rachael at (208) 465-8465.

Dated this 22nd day of December, 2020.

Paul Kline, Deputy Director
Idaho Department of Fish and Game
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THE FOLLOWING IS THE TEXT OF THE TEMPORARY RULE FOR DOCKET NO. 13-0104-2101
(Only Those Sections With Amendments Are Shown.)

500. NONRESIDENT DEER AND ELK TAG OUTFITTER SET-ASIDE.

01. Tags. The following numbers of nonresident general hunt deer tags and nonresident general hunt elk tags will annually be set aside and reserved for sale to persons who have entered into an agreement to utilize the services of an outfitter licensed under Chapter 21, Title 36, Idaho Code. For each Hunting Season:

   a. One thousand nine hundred eighty-five (1,985) deer tags (the combined total of regular and White-tailed);
   b. Two thousand four hundred (2,400) elk tags (the combined total of A and B tags for all zones).

02. Restrictions. Tags for use in general hunts will be sold on a first-come, first-serve basis through July 14 of each year. Application for purchase of these tags will be made by the outfitter for the nonresident on a form prescribed by the Department. The application shall be accompanied by the appropriate license fees and a certification by the outfitter that the nonresident has a contract to hunt with the outfitter making application.

03. Unsold Tags. Any tags not sold by July 15 of each year will be sold by the Department to nonresidents on a first-come, first serve basis.
AUTHORITY: In compliance with Section 36-105(3), Idaho Code, notice is hereby given that at a November 20, 2020 meeting the Commission established limits on nonresident participation in general season deer and elk hunts and provided for allocated outfitter tags in the hunts that were not previously capped.

Hunters are advised that they must consult the text of the Commission’s official proclamation before hunting as this notice is merely meant to advise that changes have been made. This notice is not an exhaustive list of those changes.

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning the proclamation, contact Owen Moroney at (208) 334-3715.
AUTHORITY: In compliance with Section 36-105(3), Idaho Code, notice is hereby given that at a November 20, 2020 meeting the Commission amended by proclamation the 2021 Idaho Spring Steelhead Season, establishing seasons and limits for fishing in Idaho.

Anglers are advised that they must consult the text of the Commission's official proclamation before fishing as this notice is merely meant to advise that changes have been made. This notice is not an exhaustive list of those changes.

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning the proclamation, contact Owen Moroney at (208) 334-3715.
IDAPA 16 – DEPARTMENT OF HEALTH AND WELFARE
16.02.09 – CRISIS STANDARDS OF CARE FOR HEALTHCARE ENTITIES
DOCKET NO. 16-0209-2101 (NEW CHAPTER)
NOTICE OF RULEMAKING – ADOPTION OF TEMPORARY RULE

EFFECTIVE DATE: The effective date of the temporary rule is December 11, 2020.

AUTHORITY: In compliance with Sections 67-5226, Idaho Code, notice is hereby given this agency has adopted a temporary rule. The action is authorized pursuant to Sections 56-1003(1), 56-1003(2), and 56-1003(3), Idaho Code.

DESCRIPTIVE SUMMARY: The following is the required finding and concise statement of its supporting reasons for adopting a temporary rule:

The purpose of this new chapter of rule is to allow for the timely activation of crisis standards of care. Crisis standards of care will be activated when a pervasive (e.g., pandemic influenza), catastrophic (e.g., earthquake, hurricane), or extraordinary event or circumstance overwhelms usual health and medical capabilities and capacities, resulting in an inability of the healthcare system to provide the usual standard of care to patients.

TEMPORARY RULE JUSTIFICATION: Pursuant to Section 67-5226(1)(a), Idaho Code, the Governor has found that temporary adoption of the rule is appropriate for the protection of the public health, safety, and welfare.

This Temporary rule is due to the rapidly rising number of COVID-19 cases and hospitalizations in Idaho. The activation of crisis standards of care allows healthcare entities to implement crisis strategies to address scarce resource situations when the usual standard of care cannot be provided.

FEE SUMMARY: Pursuant to Section 67-5226(2), the Governor has found that the fee or charge being imposed or increased is justified and necessary to avoid immediate danger and the fee is described herein: N/A

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning the temporary rule, contact Elke Shaw-Tulloch, (208) 334-5950.

Dated this 11th day of December, 2020.

Tamara Prisock
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16.02.09 – CRISIS STANDARDS OF CARE FOR HEALTHCARE ENTITIES

000. LEGAL AUTHORITY.
The Idaho Legislature has granted to the Director the authority to formulate and recommend to the Idaho Board of Health and Welfare rules and standards as may be necessary to address public health issues under Section 56-1003(2), Idaho Code. Rulemaking functions relating to public health are vested by the Idaho Legislature in the Idaho Board of Health and Welfare under Section 56-1003(1), Idaho Code. Under Section 56-1003(3), Idaho Code, and the rules and laws of public health, the Director possesses the authority and may exercise the general supervision of the promotion and protection of the health of Idahoans.

001. TITLE, SCOPE, PURPOSE, AND APPLICABILITY.

01. Title. These rules are titled IDAPA 16.02.09, “Crisis Standards of Care for Healthcare Entities.”

02. Scope. These rules contain the standards and processes for the activation and deactivation of crisis standards of care for healthcare entities. Nothing in these rules prevents a healthcare entity from implementing their own resource allocation protocols or utilizing the crisis standards of care guidance documents if emergent circumstances require that the healthcare entity allocate scarce resources and these rules have not been activated.

03. Purpose. Crisis standards of care will be activated when a catastrophic disaster overwhelms usual health and medical capabilities and capacities, resulting in an inability of healthcare entities to provide the usual standard of care to patients. The activation of this plan triggers notification to healthcare entities and the seven (7) public health districts that crisis standards of care has been activated.

04. Applicability. This chapter of rules may be applied generally throughout the state or may be limited as to times, places, circumstances, or conditions to permit variation under Section 56-1003(2), Idaho Code.

002. -- 003. (RESERVED)

004. GUIDANCE DOCUMENTS.
The following resources are available to facilitate the implementation of crisis standards of care and are available at https://healthandwelfare.idaho.gov/health-wellness/emergency-planning/emergency-preparedness. These guidance documents may be revised upon recommendation by SIDMAC, to the Director and approval of the Board.

01. Any Available Checklists.

02. Crisis Standards of Care Guidelines.

03. Idaho Crisis Standards of Care.


005. -- 009. (RESERVED)
010. DEFINITIONS.
For the purposes of this chapter of rules, the following terms apply:

01. Board. The Idaho Board of Health and Welfare as described in Section 56-1005, Idaho Code.

02. Catastrophic Disaster. A pervasive (e.g., pandemic, influenza), catastrophic (e.g., earthquake, hurricane), or extraordinary event or circumstance that seriously disrupts the functioning of the state and causes human, material, economic, or environmental losses that exceed the state's ability to cope using its own resources.

03. Committee. Crisis Standards of Care Activation Advisory Committee.

04. Crisis Standards of Care. A substantial change in the usual health care operations and the level of care it is possible to deliver, justified by specific circumstances and formally declared by a state government in recognition that crisis operations will be in effect for a sustained period.

05. Department. The Idaho Department of Health and Welfare.

06. Director. The Director of the Idaho Department of Health and Welfare or their designee.

07. Department Senior Leadership. The Director, Deputy Directors, Administrator and Deputy Administrator of the Division of Public Health, and the State Epidemiologist/Public Health Medical Director.

08. Healthcare Entity. This includes hospitals, public health districts, emergency medical services, long-term care facilities, medical providers, and any other healthcare entities determined by the Director.

09. Scarce Resource Limitation. Limitations in space, staff, or supplies that impair the ability of healthcare entities to provide the usual standard of care.

10. SIDMAC. State of Idaho Disaster Medical Advisory Committee.

011. -- 099. (RESERVED)

100. ACTIVATION OF CRISIS STANDARDS OF CARE.
If the Department’s senior leadership determines that all options for addressing resource limitations have been pursued, and critical shortages persist for which crisis standards of care activation is requested, the Director will convene the Committee. In a rapidly developing catastrophic disaster, the Director has the authority to activate crisis standards of care without convening the Committee. In such circumstances, the Director will convene the Committee as soon as reasonably possible.

01. Scarce Resource Limitation. The party or parties requesting crisis standards of care activation will present to the Committee the scarce resource limitation for which crisis standards of care activation is requested and the measures that have been taken to address the limitation.

02. Options for State and Federal Assistance. Department staff and the Idaho Office of Emergency Management will present options for state and federal assistance that can and have been pursued, including review of any applicable checklists.

03. Recommendation to Activate. If the Committee determines that all available contingency actions have been taken and no further options remain to address the resource limitations and that the scarcity is sufficient to warrant a shift from the usual standard of care to crisis standards of care, the Committee will make a recommendation to the Director to issue a declaration of crisis standards of care.
04. **Communications to Activate.** Crisis standards of care will be activated by a declaration from the Director. (12-11-20)

101. -- 109. (RESERVED)

110. **COMPOSITION OF COMMITTEE.**
The Committee will be comprised of representatives from the Idaho Department of Health and Welfare, SIDMAC, Idaho Office of Emergency Management, Public Health Districts, Healthcare Entities, Board of Medicine, Idaho Hospital Association, Long-Term Care Facilities, Emergency Medical Services, and others as determined by the Director. The members of the Committee are selected and may be removed by the Director. (12-11-20)

111. -- 119. (RESERVED)

120. **EFFECT OF CRISIS STANDARDS OF CARE ACTIVATION.**
Upon activation of crisis standards of care, affected healthcare entities may operate under crisis standards of care and are recommended to utilize the guidance in the Crisis Standards of Care Plan, the accompanying Patient Care Strategies for Scarce Resource Situations, and other crisis standards of care guidelines developed by SIDMAC to the Director and approved by the Board. (12-11-20)

121. -- 199. (RESERVED)

200. **NOTIFICATION.**
Once a declaration to activate or deactivate crisis standards of care has been made, the Department, the Idaho Office of Emergency Management, and the Governor's office will immediately notify through established communication channels all affected stakeholders, including healthcare entities, the media, and the public. (12-11-20)

201. -- 299. (RESERVED)

300. **COORDINATION.**
During the time period in which crisis standards of care are activated, the Department and the Idaho Office of Emergency Management will work closely with the healthcare entities that have implemented crisis standards of care to receive resource requests and continue to pursue all options for obtaining those resources as urgently as possible. (12-11-20)

301. -- 399. (RESERVED)

400. **DEACTIVATION.**
Crisis standards of care should be deactivated as soon as sufficient resources are obtained that allow a return to the usual standard of care.

01. **Daily Monitoring.** The Department and the Idaho Office of Emergency Management will monitor daily the specific shortages at the healthcare entities that have implemented crisis standards of care. (12-11-20)

02. **Ongoing Resource Shortages.** The Committee may be convened by the Director to review ongoing resource shortages and the options and associated timelines for addressing the shortages. (12-11-20)

03. **Recommendation to Deactivate.** As soon as it is determined that resources have become available, such that crisis standards of care may no longer be warranted, the Director will convene the Committee. If it is determined by the Committee that crisis standards of care conditions no longer exist, they will make a recommendation to the Director to deactivate crisis standards of care. (12-11-20)

04. **Communications to Deactivate.** The Director will deactivate the crisis standards of care by declaration. (12-11-20)

401. -- 999. (RESERVED)
EFFECTIVE DATE: This rule has been adopted by the agency and is now pending review by the 2021 Idaho State Legislature for final approval. The pending rule becomes final and effective at the conclusion of the legislative session, unless the rule is approved or rejected in part by concurrent resolution in accordance with Section 67-5224 and 67-5291, Idaho Code. If the pending rule is approved or rejected in part by concurrent resolution, the rule becomes final and effective upon adoption of the concurrent resolution or upon the date specified in the concurrent resolution.

AUTHORITY: In compliance with Section 67-5224, Idaho Code, notice is hereby given that this agency has adopted a pending rule. The action is authorized pursuant to Section 39-2401(2), Idaho Code.

DESCRIPTIVE SUMMARY: The following is a concise explanatory statement of the reasons for adopting the pending rule and a statement of any change between the text of the proposed rule and the text of the pending rule with an explanation of the reasons for the change.

The Governor’s Executive Order 2020-13 resulted in agencies reviewing temporarily waived rules that can be eliminated. These proposed changes will align state licensure with Federal regulations (CARES Act, Section 3708) allowing Licensed Independent Practitioners to order home health services and follow patients.

There are no changes to the pending rule and it is being adopted as originally proposed. The complete text of the proposed rule was published in the September 2, 2020, Idaho Administrative Bulletin, Vol. 20-9, pages 51 through 60.

FISCAL IMPACT: The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars ($10,000) during the fiscal year:

There is no anticipated fiscal impact the state general fund related to this rulemaking.

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning this pending rule, contact Debby Ransom at (208) 334-6626.

Dated this 18th day of November, 2020.

Tamara Prisock
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Phone: (208) 334-5500
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EF FECTIVE DATE: This rule has been adopted by the agency and is now pending review by the 2021 Idaho State Legislature for final approval. The pending rule becomes final and effective at the conclusion of the legislative session, unless the rule is approved or rejected in part by concurrent resolution in accordance with Section 67-5224 and 67-5291, Idaho Code. If the pending rule is approved or rejected in part by concurrent resolution, the rule becomes final and effective upon adoption of the concurrent resolution or upon the date specified in the concurrent resolution.

AUTHORITY: In compliance with Section 67-5224, Idaho Code, notice is hereby given that this agency has adopted a pending rule. The action is authorized pursuant to Section 56-202(b), Idaho Code, and Senate Bill 1204 (2019).

DESCRIPTIVE SUMMARY: The following is a concise explanatory statement of the reasons for adopting the pending rule and a statement of any change between the text of the proposed rule and the text of the pending rule with an explanation of the reasons for the change.

This chapter made reference to the federal Institutions for Mental Disease (IMD) exclusion, which no longer applies as of the effective date of the approved Medicaid waiver or state plan authority. This rulemaking removes all mentions of this exclusion in rule to allow Medicaid reimbursement for services delivered to eligible adults in an IMD setting. This confers a benefit to citizens needing treatment for substance use disorders and/or mental health disorders in an IMD setting.

The rule changes themselves have been in effect as Temporary rules since January 1, 2020, under the original Temporary Docket No. 16-0309-2001 and repromulgated as a Temporary rule under this docket number effective March 20, 2020 (see Idaho Administrative Bulletin, April 1, 2020, Vol. 20-4, page 40).

There are no changes to the pending rule and it is being adopted as originally proposed. The complete text of the proposed rule was published in the October 7, 2020, Idaho Administrative Bulletin, Vol. 20-10, pages 38 through 41.

FISCAL IMPACT: The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars ($10,000) during the fiscal year:

Senate Bill 1204 (2019) shifted budget dollars from the Division of Behavioral Health to the Division of Medicaid to pay for costs of Medicaid Expansion, including the costs of the sideboards and waivers. Therefore, this rule change will have no net impacts to the State General Fund.

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning this pending rule, contact Clay Lord at (208) 364-1979.

Dated this 18th day of November, 2020.

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EFFECTIVE DATE: This rule has been adopted by the agency and is now pending review by the 2021 Idaho State Legislature for final approval. The pending rule becomes final and effective at the conclusion of the legislative session, unless the rule is approved or rejected in part by concurrent resolution in accordance with Section 67-5224 and 67-5291, Idaho Code. If the pending rule is approved or rejected in part by concurrent resolution, the rule becomes final and effective upon adoption of the concurrent resolution or upon the date specified in the concurrent resolution.

AUTHORITY: In compliance with Section 67-5224, Idaho Code, notice is hereby given that this agency has adopted a pending rule. The action is authorized pursuant to Section 56-202(b) and the 21st Century Cures Act – Public Law 114–255, Section 12006.

DESCRIPTIVE SUMMARY: The following is a concise explanatory statement of the reasons for adopting the pending rule and a statement of any change between the text of the proposed rule and the text of the pending rule with an explanation of the reasons for the change.

This rulemaking contains rule changes in two (2) subject areas -- (1) Peer Support and Recovery Coaching and (2) Electronic Visit Verification (EVV). Changes for (1) allow the Department to waive clearance requirements for those providing peer support and recovery coaching, which in turn would expand access to these services. Changes for (2) secure State authority for the implementation of an Electronic Visit Verification (EVV) system to comply with the 21st Century Cures Act while helping minimize provider administrative burden.

The text of the pending rule has been amended in accordance with Section 67-5227, Idaho Code. Only those sections that have changes that differ from the proposed text are printed in this bulletin. The complete text of the proposed rule was published in the October 7, 2020, Idaho Administrative Bulletin, Vol. 20-10, pages 42 through 50.

FISCAL IMPACT: The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars ($10,000) during the fiscal year:

For Peer Support and Recovery Coaching: there are no fiscal impacts to the State General Fund (SGF) expected if the changes are implemented, since the services are currently available to any Medicaid participant who needs them. By increasing the size of the provider pool, the change is intended to decrease the number of days Medicaid participants must wait to book appointments with providers. Decreasing delays in the onset of treatment is critical to the success of Idaho’s response to the opioid crisis.

For EVV: Senate Bill 1418 (2020) approved EVV implementation costs that include a one-time system expense of $545,700 from the SGF for SFY 2020. This cost is the combined shared sum with the EVV implementation for Docket No. 16-0310-2002 implementing EVV for Personal Care Services (PCS) and Aged and Disabled (A&D) waiver services. In order to minimize financial impact to SGF, the Department chose to do the minimum system implementation by amending the contract with our current MMIS contractor (DXC Technologies) to add an MMIS Aggregator for EVV and provide training and validation for providers that must comply with EVV requirements. Providers are allowed the choice of the EVV Solution that meets their agency’s budget and process needs, as long as it is verified as compatible by the MMIS subcontractor in charge of the EVV work. Ongoing support and maintenance related to EVV systems will include a monthly fee, but this is incorporated in the annually approved MMIS Contract and not expected to add to an additional line item for future budget years. In the Department budget approved during the 2020 Legislative Session, the total breakdown for EVV service implementation (under this docket and Docket No. 16-0310-2002) is as follows: State General Fund Allocation: $545,700, Federal Fund Allocation: $1,828,700, and Total Allocation: $2,374,400.

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning this pending rule, contact Jennifer Pinkerton (208) 287-1171.
DOCKET NO. 16-0309-2004 - ADOPTION OF PENDING RULE

Substantive changes have been made to the pending rule. Italicized red text that is double underscored is new text that has been added to the pending rule. (Only those sections or subsections that have changed from the original proposed text are printed in this Bulletin following this notice.)

The text of the proposed rule was published in the Idaho Administrative Bulletin, Volume 20-10, October 7, 2020, pages 42 through 50.

This rule has been adopted as a pending rule by the Agency and is now awaiting review and final approval by the 2021 Idaho State Legislature.

009. CRIMINAL HISTORY AND BACKGROUND CHECK REQUIREMENTS.

01. Compliance With Department Criminal History Check. Criminal history checks are required for certain types of providers under these rules. Providers who are required to have a criminal history check must comply with IDAPA 16.05.06, “Criminal History and Background Checks.” (3-30-07)

02. Department-Issued Variances to Requirements for a Criminal History Check Clearance

a. Notwithstanding those provider types required to obtain a criminal history check clearance or Department enhanced clearance under these rules or under IDAPA 16.05.06, “Criminal History and Background Checks,” the Department at its discretion may allow variances to clearance requirements under certain circumstances. Providers who are subject to a criminal history and background check must still complete and notarize an application for a criminal history and background check. (___)

b. In cases where the application process results in a denial rather than a clearance, and the denial is due to the applicant’s prior convictions for disqualifying drug and alcohol-related offenses, the applicant may, with prior written approval of the Department, deliver covered Medicaid Peer Support and Recovery Coaching services. (___)

c. A variance may be granted on a case-by-case basis upon review by the Department or its designee of any underlying facts and circumstances in each individual case. The Department will establish the process for the administrative review which will be conducted separate from the criminal history unit. During the Department’s review, the following factors may be considered: (___)
i. The severity or nature of the crimes or other findings; (___)

ii. The period of time since the incidents occurred; (___)

iii. The number and pattern of incidents being reviewed; (___)

iv. Circumstances surrounding the incidents that would help determine the risk of repetition; (___)

v. The relationship between the incidents and the position sought; (___)

vi. Activities since the incidents, such as continuous employment, education, participation in treatment, completion of a problem-solving court or other formal offender rehabilitation, payment of restitution, or any other factors that may be evidence of rehabilitation; (___)

vii. A pardon that was granted by a state governor or the President of the United States; (___)

viii. The falsification or omission of information on the self-declaration form and other supplemental forms submitted; and (___)

ix. Any other factor deemed relevant to the review. (___)

d. A variance granted under these rules is not a criminal history and background check clearance and does not set a precedent for subsequent application for variance. The Department may revoke a variance when it identifies a risk to participants' health and safety. Providers who have been granted a variance must still meet all other Department requirements for Medicaid coverage and reimbursement of Peer Support and Recovery Coaching services, and are prohibited from delivering any other covered Medicaid service without the required clearance or Department enhanced clearance. (___)

023. Availability to Work or Provide Service. (3-30-07)

a. The employer, at its discretion, may allow an individual to provide care or services on a provisional basis once the application for a criminal history and background check is completed and notarized, and the employer has reviewed the application for any disqualifying crimes or relevant records. The employer determines whether the individual could pose a health and safety risk to the vulnerable participants it serves. The individual is not allowed to provide care or services when the employer determines the individual has disclosed a disqualifying crime or relevant records. (3-30-07)

b. Those individuals licensed or certified by the Department are not available to provide services or receive licensure or certification until the criminal history and background check is completed and a clearance issued by the Department. (3-30-07)

034. Additional Criminal Convictions. Once an individual has received a criminal history clearance, any additional criminal convictions must be reported by the agency to the Department when the agency learns of the conviction. (3-30-07)

045. Providers Subject to Criminal History Check Requirements. The following providers must receive a criminal history clearance: (3-30-07)

a. Contracted Non-Emergency Medical Transportation Providers. All staff of transportation providers having contact with participants must comply with IDAPA 16.05.06, “Criminal History and Background Checks,” with the exception of individual contracted transportation providers defined in Subsection 870.02 of these rules. (4-7-11)

b. Provider types deemed by the Department to be at high risk for fraud, waste, and abuse under Subsection 200.02 of these rules must consent to comply with criminal background checks, including fingerprinting, in accordance with 42 CFR 455.434. (3-20-14)
210. CONDITIONS FOR PAYMENT.

01. Participant Eligibility. The Department will reimburse providers for medical care and services, regardless of the current eligibility status of the medical assistance participant in the month of payment, provided a complete and properly submitted claim for payment has been received and each of the following conditions are met:

   a. The participant was found eligible for medical assistance for the month, day, and year during which the medical care and services were rendered;
   
   b. The participant received such medical care and services no earlier than the third month before the month in which application was made on such participant's behalf; and
   
   c. The provider verified the participant’s eligibility on the date the service was rendered and can provide proof of the eligibility verification.
   
   d. Not more than twelve (12) months have elapsed since the month of the latest participant services for which such payment is being made. Medicare cross-over claims are excluded from the twelve (12) month submittal limitation.

02. Time Limits. The time limit set forth in Subsection 210.01.d. of this rule does not apply with respect to retroactive eligibility adjustment. When participant eligibility is determined retroactively, the Department will reimburse providers for services within the period of retroactive eligibility if a claim for those services is submitted within twelve (12) months of the date of the participant’s eligibility determination.

03. Acceptance of State Payment. By participating in the Medical Assistance Program, providers agree to accept, as payment in full, the amounts paid by the Department for services to Medicaid participants. Providers also agree to provide all materials and services without unlawfully discriminating on the grounds of race, age, sex, creed, color, national origin, or physical or intellectual disability.

04. Payment in Full. If a provider accepts Medicaid payment for a covered service, the Medicaid payment must be accepted as full payment for that service, and the participant cannot be billed for the difference between the billed amount and the Medicaid allowed amount.

05. Medical Care Provided Outside the State of Idaho. Out-of-state medical care is subject to the same utilization review and other Medicaid coverage requirements and restrictions as medical care received within the state of Idaho.

06. Ordering, Prescribing, and Referring Providers. Any service or supply ordered, prescribed, or referred by a physician or other professional who is not an enrolled Medicaid provider will not be reimbursed by the Department.

07. Referral From Participant’s Assigned Primary Care Provider. Medicaid services may require a referral from the participant’s assigned primary care provider. Services requiring a referral are listed in the Idaho Medicaid Provider Handbook. Services provided without a referral, when one is required, are not covered and are subject to sanctions, recoupment, or both. The Department may change the services that require a referral after appropriate notification of Medicaid-eligible individuals and providers as specified in Section 563 of these rules.

08. Follow-up Communication with Assigned Primary Care Provider. Medicaid services may require timely follow-up communication with the participant's assigned primary care provider. Services requiring post-service communication with the primary care provider and time frames for that communication are listed in the...
Idaho Medicaid Provider Handbook. Services provided without timely communication of care outcomes, when communication is required, are not covered and are subject to sanctions, recoupment, or both. The Department may change the services that require communication of care outcomes after appropriate notification of Medicaid eligible individuals and providers as specified in Section 563 of these rules.

(3-25-16)

09. **Services Delivered Via Telehealth.** Services delivered via telehealth as defined in Title 54, Chapter 57, Idaho Code, must be identified as such in accordance with billing requirements published in the Idaho Medicaid Provider Handbook. Telehealth services billed without being identified as such are not covered. Services delivered via telehealth may be reimbursed within limitations defined by the Department in the Idaho Medicaid Provider Handbook. Fee for service reimbursement is not available for a telephone conversation, electronic mail message (e-mail), or facsimile transmission (fax) between a physician and a participant.

(3-25-16)

10. **Services Subject to Electronic Visit Verification (EVV).** Services requiring EVV compliance are subject to quality review. Services billed without the minimum essential EVV elements, as defined by Section 1903(l)(2) of the Social Security Act, may be denied, delayed, or subject to sanctions or recoupment, or both, in accordance with IDAPA 16.05.07, “The Investigation and Enforcement of Fraud, Abuse, and Misconduct.”

(BREAK IN CONTINUITY OF SECTIONS)

724. **ELECTRONIC VISIT VERIFICATION (EVV).** Effective July 1, 2021, Home Health Agencies (HHA) are required to submit claims using a compliant EVV system as mandated by Section 12006 of the 21st Century Cures Act for all services provided in the participant’s residence, except for the provision of medical supplies and equipment. Providers must:

01. **Maintain System.** Maintain an EVV system chosen by their agency that is certified as compliant with the MMIS aggregator, as determined by the Department and/or the MMIS Contractor;

02. **Document Consent.** Document and retain participant consent for use of electronic verification methods;

03. **Develop Policies and Procedures.** Develop and maintain policies and procedures outlining agency implementation and use of EVV technology, including strategies for safeguarding of participant information and privacy; and

04. **Submit EVV Data.** Submit EVV data that captures these six (6) system-validated data elements for services delivered in the participant’s home:

   a. Date of service;
   b. Time the service begins and ends;
   c. Individual providing the service;
   d. Participant receiving the service;
   e. Billable service performed; and
   f. Location of service delivery.


**IDAPA 16 – DEPARTMENT OF HEALTH AND WELFARE**

**16.03.10 – MEDICAID ENHANCED PLAN BENEFITS**

**DOCKET NO. 16-0310-2002**

**NOTICE OF RULEMAKING – ADOPTION OF PENDING RULE**

**EFFECTIVE DATE:** This rule has been adopted by the agency and is now pending review by the 2021 Idaho State Legislature for final approval. The pending rule becomes final and effective at the conclusion of the legislative session, unless the rule is approved or rejected in part by concurrent resolution in accordance with Section 67-5224 and 67-5291, Idaho Code. If the pending rule is approved or rejected in part by concurrent resolution, the rule becomes final and effective upon adoption of the concurrent resolution or upon the date specified in the concurrent resolution.

**AUTHORITY:** In compliance with Section 67-5224, Idaho Code, notice is hereby given that this agency has adopted a pending rule. The action is authorized pursuant to Section 56-202(b) and the 21st Century Cures Act – Public Law 114–255, Section 12006.

**DESCRIPTIVE SUMMARY:** The following is a concise explanatory statement of the reasons for adopting the pending rule and a statement of any change between the text of the proposed rule and the text of the pending rule with an explanation of the reasons for the change.

This rulemaking contains rule changes in two (2) subject areas -- (1) Electronic Visit Verification (EVV) - Personal Care Services (PCS), and (2) Behavioral Care Units (BCU). Changes for (1) are being done by the Department to secure state authority allowing implementation of an Electronic Visit Verification (EVV) system to comply with Section 12006 of the 21st Century Cures Act (Public Law 114–255) while helping minimize provider administrative burden. The Cures Act mandates states to implement an Electronic Visit Verification (EVV) system for all Personal Care Services (PCS) that require an in-home visit by a provider.

Changes for (2) increase the current Behavioral Care Unit (BCU) census requirement from 20% to 30% for new BCU providers. This increase will help the Department maintain support for BCU providers consistent with state needs and aligns this chapter with HB351 (2020) requirements for nursing facilities. Other changes are planned for 2021 to complete the alignment of this chapter with the requirements of this new statute. There are NO additional changes from the Proposed language published in October.

The text of the pending rule has been amended in accordance with Section 67-5227, Idaho Code. Only those sections that have changes that differ from the proposed text are printed in this bulletin. The complete text of the proposed rule was published in the October 7, 2020, Idaho Administrative Bulletin, Vol. 20-10, pages 51 through 77.

**FISCAL IMPACT:** The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars ($10,000) during the fiscal year:

EVV - PCS -- S1418 (2020) approved costs that include a one-time system implementation expense of $545,700 from the State General Fund (SGF) for SFY2020. This cost is shared with expenses shown with the companion docket for 16.03.09 Medicaid Basic Plan Benefits for EVV Home Health services. To minimize fiscal impact to the SGF, the Department chose to pursue the minimum system implementation by amending the contract with our current MMIS contractor (DXC Technologies) to add an MMIS Aggregator for EVV and provide training and validation for providers that must comply with EVV requirements. Providers are allowed the choice of the EVV Solution that meets their agency’s budget and process needs, if it is verified as compatible by the MMIS subcontractor in charge of the EVV work. A rate increase was approved, and this was for PCS and related A&D Waiver Services totaling $1,589,000 of the combined budget allocation. These rate increases went into effect on July 1, 2020. Ongoing support and maintenance related to EVV systems include a monthly fee, that is incorporated in the annually approved MMIS Contract and is not expected to add to an additional line item for the future.

BCU -- Budgets for nursing facilities will remain the same. There is no anticipated fiscal impact to state or general funds as a result of this rulemaking.

**ASSISTANCE ON TECHNICAL QUESTIONS:** For assistance on technical questions concerning this pending rule, for EVV-PCS contact Jennifer Pinkerton at (208) 287-1171; for BCU contact Alex Childers-Scott at (208) 364-1891.
Dated this 18th day of November, 2020.

Tamara Prisock  
DHW – Administrative Rules Unit  
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DOCKET NO. 16-0310-2002 - ADOPTION OF PENDING RULE

Substantive changes have been made to the pending rule.  
Italicized red text that is **double underscored** is new text that has been added to the pending rule.  
(Only those sections or subsections that have changed from the original proposed text are printed in this Bulletin following this notice.)

The text of the proposed rule was published in the Idaho Administrative Bulletin,  
**Volume 20-10, October 7, 2020, pages 51 through 77**.

This rule has been adopted as a pending rule by the Agency and is now awaiting review and final approval by the 2021 Idaho State Legislature.

041. SPECIALIZED REIMBURSEMENT: ELECTRONIC VISIT VERIFICATION (EVV).

01. Services Subject to EVV Requirement. Effective July 1, 2021, providers of the following services are required to submit claims using a compliant EVV system as mandated by Section 12006 of the 21st Century Cures Act for services provided in a participant’s residence:  

a. Private Duty Nursing Services as described in Sections 200 through 210 of these rules;  
b. Personal Care Services (PCS) as described in Sections 300 through 309 of these rules;  
c. The following Aged and Disabled Waiver Services as described in Sections 320 through 329 of these rules:  
   i. Attendant Care;  
   ii. Homemaker; and  
   iii. Respite.

02. EVV Definitions.  

a. Aggregator. System that collects provider EVV information from multiple software platforms and standardizes the information in MMIS for EVV data validation.
b. Claims Adjudication. The process of determining Medicaid financial responsibility for claims submitted to MMIS.

c. Electronic Visit Verification (EVV). EVV is software or device(s) that electronically captures information verifying services delivered in a participant’s home.

03. Claims Subject to EVV Requirements. To submit eligible claims for services with EVV requirements, providers must:

a. Maintain an EVV system chosen by their agency and certified as compliant with the MMIS aggregator, as determined by the Department and/or the MMIS Contractor;

b. Document and retain participant consent for use of electronic verification methods;

c. Develop and maintain policies and procedures outlining agency implementation and use of EVV technology, including strategies for safeguarding of participant information and privacy; and

d. Submit EVV data that captures these six (6) system-validated data elements for services delivered in the Participant’s home:

i. Date of service;

ii. Time the service begins and ends;

iii. Individual providing the service;

iv. Participant receiving the service;

v. Billable service performed; and

vi. Location of service delivery.

e. Provider claims for services requiring EVV will include the corresponding EVV data elements listed above. Provider EVV data will be submitted to the state’s aggregator prior to billing claims. These claims are subject to a quality review in accordance with Subsection 210.10 of IDAPA 16.03.09, “Medicaid Basic Plan Benefits.”

(BREAK IN CONTINUITY OF SECTIONS)

304. PERSONAL CARE SERVICES: PROCEDURAL REQUIREMENTS.

01. Service Delivery Based on Plan of Care or NSA. All PCS services are provided based on a written plan of care or a negotiated service agreement (NSA). The requirements for the NSA for participants in Residential Assisted Living Facilities are described in IDAPA 16.03.22, “Residential Assisted Living Facilities.” The requirements for the NSA for participants in Certified Family Homes are described in IDAPA 16.03.19, “Certified Family Homes.” The Personal Assistance Agency and the participant who lives in their own home are responsible to prepare the plan of care. (3-19-07)

a. The plan of care for participants who live in their own homes or in a PCS Family Alternate Care Home is based on:

i. The physician's or authorized provider's information if applicable; (3-29-10)

ii. The results of the UA1 for adults, the children’s PCS assessment and, if applicable, the QIDP’s assessment and observations of the participant; and (4-2-08)
iii. Information obtained from the participant. 

b. The plan of care must include all aspects of medical and non-medical care that the provider needs to perform, including the amount, type and frequency of necessary services.

c. The plan of care must be revised and updated based upon treatment results or a change(s) in the participant's needs, or both, but at least annually.

d. The plan of care or NSA must meet the person-centered planning requirements described in Sections 316 and 317 of these rules.

02. Service Supervision. The delivery of PCS may be overseen by a licensed registered nurse (RN) or Qualified Intellectual Disabilities Professional (QIDP). The BLTC will identify the need for supervision.

a. Oversight must include all of the following:

i. Assistance in the development of the written plan of care;

ii. Review of the treatment given by the personal assistant through a review of the participant's PCS record as maintained by the provider;

iii. Reevaluation of the plan of care as necessary; and

iv. Immediate notification of the guardian, emergency contact, or family members of any significant changes in the participant's physical condition or response to the services delivered.

b. All participants who are developmentally disabled, other than those with only a physical disability as determined by the BLTC, may receive oversight by a QIDP as defined in 42 CFR 483.430. Oversight must include:

i. Assistance in the development of the plan of care for those aspects of active treatment that are provided in the participant's personal residence by the personal assistant;

ii. Review of the care or training programs given by the personal assistant through a review of the participant's PCS record as maintained by the provider and through on-site interviews with the participant;

iii. Reevaluation of the plan of care as necessary, but at least annually; and

iv. An on-site visit to the participant to evaluate any change of condition when requested by the personal assistant, the Personal Assistance Agency, the nurse supervisor, the service coordinator or the participant.

03. Prior Authorization Requirements. All PCS services must be prior authorized by the Department. Authorizations will be based on the information from:

a. The children’s PCS assessment or Uniform Assessment Instrument (UAI) for adults;

b. The individual service plan developed by the Personal Assistance Agency; and

c. Any other medical information that supports the medical need.

04. PCS Record Requirements for a Participant in Their Own Home. The PCS records must be maintained on for all participants who receiving PCS in their own homes or in a PCS Family Alternate Care Home.

a. Written Documentation Requirements. The PCS provider must maintain written documentation of every visit made to the participant's home and must record the following minimum information.
i. Date and time of visit; (3-19-07)
ii. Length of visit; (3-19-07)
iii. Services provided during the visit; and (3-19-07)
iv. Documentation of any changes noted in the participant's condition or any deviations from the plan of care. (3-19-07)

b. Participant's Signature. The participant or legal guardian must sign the record of service delivery verifying that the services were delivered. The BLTC may waive this requirement if it determines the participant is not able to verify the service delivery. (3-20-20)

c. Provider Signature. The Plan of Care must be signed by the provider indicating that they will deliver services according to the authorized service plan and consistent with home and community-based requirements. (7-1-16)

d. Copy Requirement. A copy of the information required in Subsection 304.04 of these rules must be maintained and available in a format accessible to the participant's in their home unless the BLTC authorizes the information to be kept elsewhere. Failure to maintain this information may result in recovery of funds paid for undocumented services. (3-20-20)

e. Telephone Tracking Electronic Visit Verification (EVV) System. Agencies may employ a software system that allows personal assistants to register their start and stop times and a list of services by placing a telephone call to the agency system from the participant's home. This system EVV systems as described in Section 041 of these rules will not take the place of documentation requirements of Subsection 304.04 of these rules but may be used to generate documentation retained in the participant's home. (3-19-07)

05. PCS Record Requirements for a Participant in a Residential Assisted Living Facility or Certified Family Home. The PCS records must be maintained on all participants who receive PCS in a Residential Assisted Living Facility (RALF) or Certified Family Home (CFH). (7-1-16)

a. Participant in a Residential Assisted Living Facility RALF. The additional PCS record requirements for participants in Residential Assisted Living Facility RALF are described in IDAPA 16.03.22, “Residential Assisted Living Facilities.” (7-1-16)

b. Participant in a Certified Family Home CFH. The additional PCS record requirements for participants in Certified Family Homes CFHs are described in IDAPA 16.03.19, “Certified Family Homes.” (7-1-16)

c. Participant’s Signature. The participant or legal guardian must sign the NSA agreeing to the delivery of services as specified. (7-1-16)

d. Provider Signature. The NSA must be signed by the supervisory nurse or agency personnel responsible for developing the NSA with the participant, and must indicate that they will deliver services according to the authorized NSA and consistent with home and community-based requirements. (7-1-16)

06. Provider Responsibility for Notification. The Personal Assistance Agency is responsible to notify the BLTC and physician or authorized provider when any significant changes in the participant's condition are noted during service delivery. This notification must be documented in the Personal Assistance Agency record. (3-20-20)
**IDAPA 16 – DEPARTMENT OF HEALTH AND WELFARE**

**16.03.21 – DEVELOPMENTAL DISABILITIES AGENCIES (DDA)**

**DOCKET NO. 16-0321-2001**

**NOTICE OF RULEMAKING – ADOPTION OF PENDING RULE**

**EFFECTIVE DATE:** This rule has been adopted by the agency and is now pending review by the 2021 Idaho State Legislature for final approval. The pending rule becomes final and effective at the conclusion of the legislative session, unless the rule is approved or rejected in part by concurrent resolution in accordance with Section 67-5224 and 67-5291, Idaho Code. If the pending rule is approved or rejected in part by concurrent resolution, the rule becomes final and effective upon adoption of the concurrent resolution or upon the date specified in the concurrent resolution.

**AUTHORITY:** In compliance with Section 67-5224, Idaho Code, notice is hereby given that this agency has adopted a pending rule. The action is authorized pursuant to Section 39-4605, Idaho Code, and under the authority of Executive Order 2020-13.

**DESCRIPTIVE SUMMARY:** The following is a concise explanatory statement of the reasons for adopting the pending rule and a statement of any change between the text of the proposed rule and the text of the pending rule with an explanation of the reasons for the change.

Executive Order 2020-13 directed agencies to review temporarily waived rules to identify those that can be permanently removed. The changes to telehealth rules enable developmental disabilities agencies flexibility in supervision of direct care staff. Subsequent amendments reduce unnecessary training requirements that are addressed in other rules within the chapter.

There are no changes to the pending rule and it is being adopted as originally proposed. The complete text of the proposed rule was published in the September 2, 2020, Idaho Administrative Bulletin, Vol. 20-9, pages 61 through 64.

**FISCAL IMPACT:** The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars ($10,000) during the fiscal year:

There is no anticipated fiscal impact the state general fund related to this rulemaking.

**ASSISTANCE ON TECHNICAL QUESTIONS:** For assistance on technical questions concerning this pending rule, contact Eric Brown at (208) 334-0649.

Dated this 18th day of November, 2020.
EFFECTIVE DATE: This rule has been adopted by the agency and is now pending review by the 2021 Idaho State Legislature for final approval. The pending rule becomes final and effective at the conclusion of the legislative session, unless the rule is approved or rejected in part by concurrent resolution in accordance with Section 67-5224 and 67-5291, Idaho Code. If the pending rule is approved or rejected in part by concurrent resolution, the rule becomes final and effective upon adoption of the concurrent resolution or upon the date specified in the concurrent resolution.

AUTHORITY: In compliance with Section 67-5224, Idaho Code, notice is hereby given that this agency has adopted a pending rule. The action is authorized pursuant to Sections 39-4601 et seq., Idaho Code, and under Section 56-1003, Idaho Code.

DESCRIPTIVE SUMMARY: The following is a concise explanatory statement of the reasons for adopting the pending rule and a statement of any change between the text of the proposed rule and the text of the pending rule with an explanation of the reasons for the change.

The Governor’s Executive Order 2020-13 resulted in agencies reviewing temporarily waived rules that can be eliminated. The amendments to this chapter remove duplicative language.

There are no changes to the pending rule and it is being adopted as originally proposed. The complete text of the proposed rule was published in the September 2, 2020, Idaho Administrative Bulletin, Vol. 20-9, pages 65 through 67.

FISCAL IMPACT: The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars ($10,000) during the fiscal year:

There is no anticipated fiscal impact the state general fund related to this rulemaking.

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning this pending rule, contact Eric Brown at (208) 334-0649.

Dated this 18th day of November, 2020.

Tamara Prisock
DHW – Administrative Rules Unit
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Phone: (208) 334-5500
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EFFECTIVE DATE: This rule has been adopted by the agency and is now pending review by the 2021 Idaho State Legislature for final approval. The pending rule becomes final and effective at the conclusion of the legislative session unless the rule is approved or rejected in part by concurrent resolution in accordance with Sections 67-5224 and 67-5291, Idaho Code. If the pending rule is approved or rejected in part by concurrent resolution, the rule becomes final and effective upon adoption of the concurrent resolution or upon the date specified in the concurrent resolution.

AUTHORITY: In compliance with Section 67-5224, Idaho Code, notice is hereby given that this agency has adopted a pending rule. The action is authorized pursuant to Sections 63-105, Idaho Code.

DESCRIPTIVE SUMMARY: The following is a concise explanatory statement of the reasons for adopting the pending rule and a statement of any change between the text of the proposed rule and the text of the pending rule with an explanation of the reasons for the change.

- Section 075—We propose to remove the oldest tax table and replace it with most current tax table.
- Section 263—We propose to add one line to the table for the year and amount of guaranteed payments sourced as compensation for services.
- Section 799—We propose to add the new credit to the priority list per 2020 HB550. Some credits are limited to 50% of your tax liability and others are not. There’s a mix of refundable and nonrefundable credits, so the sequence of use matters and it’s governed by law. We will add a short sentence for the employee college savings account credit to match the existing pattern.
- Sections 940, 943, 944 & 945—We propose to change the program end date from December 31, 2020 to December 31, 2030 per 2020 HB510.

There are no changes to the pending rule and it is being adopted as originally proposed. The complete text of the proposed rule was published in the September 2, 2020 Idaho Administrative Bulletin, Volume 20-9, pages 87-98.

FISCAL IMPACT: The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars ($10,000) during the fiscal year: N/A

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning this pending rule, contact Tami Ryals at (208) 334-7670.

Dated this 6th day of January, 2021.

Tami Ryals, Income Tax Policy Specialist
State Tax Commission
11321 Chinden Blvd., Bldg. 2
P.O. Box 36
Boise, ID 83722-0410
Phone: (208) 334-7670
Fax: (208) 334-7690
tami.ryals@tax.idaho.gov
IDAPA 35 – IDAHO STATE TAX COMMISSION
35.01.03 – PROPERTY TAX ADMINISTRATIVE RULES
DOCKET NO. 35-0103-2001
NOTICE OF RULEMAKING – ADOPTION OF PENDING RULE

EFFECTIVE DATE: This rule has been adopted by the agency and is now pending review by the 2021 Idaho State Legislature for final approval. The pending rule becomes final and effective at the conclusion of the legislative session, unless the rule is approved or rejected in part by concurrent resolution in accordance with Sections 67-5224 and 67-5291, Idaho Code. If the pending rule is approved or rejected in part by concurrent resolution, the rule becomes final and effective upon adoption of the concurrent resolution or upon the date specified in the concurrent resolution.

AUTHORITY: In compliance with Section 67-5224, Idaho Code, notice is hereby given that this agency has adopted a pending rule. The action is authorized pursuant to Section 63-105, Idaho Code.

DESCRIPTIVE SUMMARY: The following is a concise explanatory statement of the reasons for adopting the pending rule and a statement of any change between the text of the proposed rule and the text of the pending rule with an explanation of the reasons for the change:

- Section 120: Upon further review by the Tax Commission, proposed change to Subsection 120.02.c. has been withdrawn and the text will remain as currently codified;
- Section 701: 2020 HB381 added the residency requirement to statute making the section unnecessary now;
- Section 803: When a taxing district decides to set a budget for less than the allowed 3%, creating a forgone balance, the district must explicitly reserve, through a public resolution, such unused portions in order to recover the reserved amount in a subsequent year.

The text of the pending rule has been amended in accordance with Section 67-5227, Idaho Code. Only those sections that have changes that differ from the proposed text are printed in this bulletin. The complete text of the proposed rule was published in the September 2, 2020, Idaho Administrative Bulletin, Volume 20-9, pages 99-108.

FISCAL IMPACT: The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars ($10,000) during the fiscal year: N/A

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning this pending rule, contact Alan Dornfest at (208) 334-7742.

Dated this 10th day of December, 2021.

Alan Dornfest
Property Tax Policy Bureau Chief
Idaho State Tax Commission
Alan.Dornfest@tax.idaho.gov
11321 W. Chinden Blvd., Bldg. 2
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P.O. Box 36
Boise ID 83722-0036
Phone: (208) 334-7742
Fax: (208) 334-7844
DOCKET NO. 35-0103-2001 – ADOPTION OF PENDING RULE

Substantive changes have been made to the pending rule.

The text of the proposed rule was published in the Idaho Administrative Bulletin, Volume 20-9, September 2, 2020, pages 99 through 108.

This rule has been adopted as a pending rule by the Agency and is now awaiting review and final approval by the 2021 Idaho State Legislature.

THE FOLLOWING IS THE TEXT OF THE PENDING RULE FOR DOCKET NO. 35-0103-2001
(Only those sections or subsections that have changed from the original proposed text are printed in this Bulletin following this notice.)

[Proposed Change to Subsection 120.02.c. has been withdrawn – Section 120 remains as currently codified]
**IDAPA 35 – IDAHO STATE TAX COMMISSION**

**35.01.09 – IDAHO BEER AND WINE TAXES ADMINISTRATIVE RULES**

**DOCKET NO. 35-0109-2001**

**NOTICE OF RULEMAKING – ADOPTION OF PENDING RULE**

**EFFECTIVE DATE:** This rule has been adopted by the agency and is now pending review by the 2021 Idaho State Legislature for final approval. The pending rule becomes final and effective at the conclusion of the legislative session, unless the rule is approved or rejected in part by concurrent resolution in accordance with Section 67-5224 and 67-5291, Idaho Code. If the pending rule is approved or rejected in part by concurrent resolution, the rule becomes final and effective upon adoption of the concurrent resolution or upon the date specified in the concurrent resolution.

**AUTHORITY:** In compliance with Section 67-5224, Idaho Code, notice is hereby given that this agency has adopted a pending rule. The action is authorized pursuant to Sections 63-105, 23-1051, and 23-1319, Idaho Code.

**DESCRIPTIVE SUMMARY:** The following is a concise explanatory statement of the reasons for adopting the pending rule and a statement of any change between the text of the proposed rule and the text of the pending rule with an explanation of the reasons for the change.

This rule is being amended to remove the Tax Commission’s requirement to witness the destruction of breakage and spoilage.

The text of the pending rule has been amended in accordance with Section 67-5227, Idaho Code. Only those sections that have changes that differ from the proposed text are printed in this bulletin. The complete text of the proposed rule was published in the September 2, 2020 Idaho Administrative Bulletin, **Volume 20-9, pages 109-110**.

**FISCAL IMPACT:** The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars ($10,000) during the fiscal year: N/A

**ASSISTANCE ON TECHNICAL QUESTIONS:** For assistance on technical questions concerning this pending rule, contact Don Williams at (208) 334-7855.

Dated this 6th day of January, 2021.

Don Williams
Excise Tax Research Specialist
Idaho State Tax Commission
Taxpayer Resources Unit, Tax Research
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P.O. Box 36
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Phone: (208) 334-7855
Fax: (208) 334-7690
DOCKET NO. 35-0109-2001 - ADOPTION OF PENDING RULE

Substantive changes have been made to the pending rule.
Italicized red text that is double underscored is new text that has been added to the pending rule.

The text of the proposed rule was published in the Idaho Administrative Bulletin,
Volume 20-9, September 2, 2020, pages 109 through 110.

This rule has been adopted as a pending rule by the Agency and is now awaiting review and final approval by the 2021 Idaho State Legislature.

THE FOLLOWING IS THE TEXT OF THE PENDING RULE FOR DOCKET NO. 35-0109-2001
(Only those sections or subsections that have changed from the original proposed text are printed in this Bulletin following this notice.)

013. BREAKAGE OR SPOILAGE (RULE 013).
Sections 23-1051, 23-1319, Idaho Code

01. Percentage Method. When a beer or wine container is damaged, contents spoiled, or is otherwise unfit for sale, the beer wholesaler or wine distributor may claim a percentage deduction of their total inventory purchases during the reporting period when the breakage or spoilage occurred. The taxpayer may claim a deduction without prior written approval when adequate records are maintained to verify actual breakage or spoilage. The maximum percentage deductions are one-half of one percent (0.50%) for beer and three-quarters of one percent (0.75%) for wine. (3-20-20)

a. The Commission may revoke the use of the percentage method for any taxpayer at any time. The Commission will notify the taxpayer in writing that future destructions of breakage or spoilage will require written approval from the Commission. (3-20-20)

b. Any taxpayer who has received written notice revoking the percentage method must file the destruction request form required by the Commission. (3-20-20)

02. Reporting Destruction Request Method or Spoilage. Taxpayers will report breakage or spoilage when the amount claimed exceeds the maximum percentages allowed or the Commission revokes the percentage method. (3-20-20)

a. A destruction request form must be submitted ten (10) days before the proposed destruction date. (3-20-20)

b. The taxpayer must receive written approval from the Commission prior to destruction of any products referred to on the request. (7-1-93)

c. The Commission reserves the right to observe the destruction of beer or wine in person and to delay the destruction until a mutually agreed upon time can be arranged. (3-20-20)

03. Deduction for Breakage or Spoilage. A deduction may be claimed by the taxpayer for breakage or spoilage when reporting beer or wine tax due. (3-20-20)
EFFECTIVE DATE: This rule has been adopted by the agency and is now pending review by the 2021 Idaho State Legislature for final approval. The pending rule becomes final and effective at the conclusion of the legislative session unless the rule is approved or rejected in part by concurrent resolution in accordance with Section 67-5224 and 67-5291, Idaho Code. If the pending rule is approved or rejected in part by concurrent resolution, the rule becomes final and effective upon adoption of the concurrent resolution or upon the date specified in the concurrent resolution.

AUTHORITY: In compliance with Section 67-5224, Idaho Code, notice is hereby given that this agency has adopted a pending rule. The action is authorized pursuant to Sections 63-105, Idaho Code.

DESCRIPTIVE SUMMARY: The following is a concise explanatory statement of the reasons for adopting the pending rule and a statement of any change between the text of the proposed rule and the text of the pending rule with an explanation of the reasons for the change.

Rule 310 - The changes to this rule add the interest rate for calendar year 2021 and the Revenue Ruling where the federal rate for the calculation can be found.

There are no changes to the pending rule and it is being adopted as originally proposed. The complete text of the proposed rule was published in the October 7, 2020 Idaho Administrative Bulletin, Volume 20-10, pages 83-85.

FISCAL IMPACT: The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars ($10,000) during the fiscal year: N/A

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning this pending rule, contact Tami Ryals at (208) 334-7670.

Dated this 6th day of January, 2021.

Tami Ryals, Income Tax Policy Specialist
State Tax Commission
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Boise, ID 83722-0410
Phone: (208) 334-7670
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tami.ryals@tax.idaho.gov
EFFECTIVE DATE: This rule has been adopted by the agency and is now pending review by the 2021 Idaho State Legislature for final approval. The pending rule becomes final and effective at the conclusion of the legislative session, unless the rule is approved or rejected in part by concurrent resolution in accordance with Section 67-5224 and 67-5291, Idaho Code. If the pending rule is approved or rejected in part by concurrent resolution, the rule becomes final and effective upon adoption of the concurrent resolution or upon the date specified in the concurrent resolution.

AUTHORITY: In compliance with Section 67-5224, Idaho Code, notice is hereby given that this agency has adopted a pending rule. The action is authorized pursuant to pursuant to Article IX, Section 2 of the Idaho Constitution, Sections 33-101, 33-105, 33-2303, Idaho Code, and the Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act (WIOA).

DESCRIPTIVE SUMMARY: The following is a concise explanatory statement of the reasons for adopting the pending rule and a statement of any change between the text of the proposed rule and the text of the pending rule with an explanation of the reasons for the change.

This rule provides clarification to federal vocational rehabilitation program requirements. The Idaho Division of Vocational Rehabilitation is in the second year of a two year process to promulgate rules governing the vocational rehabilitation program. The state vocational rehabilitation program is heavily governed by federal requirements. This rule provides clarification to federal requirement that govern the vocational rehabilitation program, including but not limited to the customer appeals and fair hearing process, customer eligibility, individualized plans for employment, financial participation requirements, purchasing requirements and standards, and provisions for community rehabilitation program services. Amendments were made to the proposed rule based on public comments that were received by the agency. The amendments provide additional clarity around defined terms, review, mediation, and fair hearing processes and eligibility and work experience provisions.

The text of the pending rule has been amended in accordance with Section 67-5227, Idaho Code. Only those sections that have changes that differ from the proposed text are printed in this bulletin. The complete text of the proposed rule was published in the September 2, 2020 Idaho Administrative Bulletin, Vol. 20-9, pages 111-119.

FISCAL IMPACT: The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars ($10,000) during the fiscal year: None.

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning this pending rule, contact Tracie Bent at tracie.bent@osbe.idaho.gov or (208) 332-1582.

Dated this 30th day of November, 2020.

Tracie Bent
Chief Planning and Policy Officer
State Board of Education
650 W. State Street
PO Box 83720
Boise, ID and 83720-0037
Phone: (208) 332-1582
Fax: (208) 334-2632
DOCKET NO. 47-0101-2001 - ADOPTION OF PENDING RULE

Substantive changes have been made to the pending rule. Italicized red text is new text that has been added to the pending rule. 

(Only those sections or subsections that have changed from the original proposed text are printed in this Bulletin following this notice.)

The text of the proposed rule was published in the Idaho Administrative Bulletin, Volume 20-9, September 2, 2020, pages 111 through 119.

This rule has been adopted as a pending rule by the Agency and is now awaiting review and final approval by the 2021 Idaho State Legislature.

002. ADMINISTRATIVE APPEALS. Administrative appeals are governed by Section 100-103 of these rules in accordance with 34 CFR 361.57. ( )

010. DEFINITIONS.

01. Authorization for Purchase. A purchase order issued on behalf of the Division. ( )

02. Customer. Any individual who has applied for or is eligible for vocational rehabilitation services. ( )

03. Designee. A person selected or designated to carry out a duty or role. ( )

04. Division. The Idaho Division of Vocational Rehabilitation. ( )

05. Informed Choice. To make an informed choice, customers need accurate, clear, and useful information to make decisions regarding their vocational goal, necessary services and options for selecting approved service providers to reach their goal. ( )

06. Information and Referral. Information and possible referral to other appropriate federal, state, and local programs and service providers best suited to address the rehabilitation and employment needs of an individual with a disability. ( )

07. State Administrator. The Chief Executive Officer of the Idaho Division of Vocational Rehabilitation. ( )

08. Vocational Rehabilitation Counselor. A professional staff member of the Division who determines customer eligibility and the provision of vocational rehabilitation services. ( )

101. INFORMAL REVIEW PROCESS.
An informal review process is an optional informal process to resolve disagreements or dissatisfaction with services. An individual may request an informal review within twenty-one (21) calendar days of the agency’s notice regarding the provision or denial of services. The request must be in writing to the regional manager and describe the complaint. The regional manager will function as the administrative review officer in this process. At the customer’s written request another regional manager may be substituted. The reviewer will be responsible for:

01. **Advising the Customer.** Advising the customer of their right to representation and services available through the Client Assistance Program (CAP).

02. **Conducting the Review.** The review will be conducted within twenty-one (21) calendar days following receipt of a written request, unless both parties agree to an extension.

03. **Documented Effort.** The Division may extend the informal review period when the customer makes a documented effort to utilize CAP or another advocate to resolve the dissatisfaction.

04. **Review Location.** The review will be held at a time and location convenient to the customer, generally at a Division office.

05. **Communication Method.** Provide the communication in the most appropriate method for the customer.

06. **Transportation.** Provide transportation to and from the review site, if needed.

07. **Informal Review Decision.** The regional manager or designee will provide a written decision after conducting the informal review. The customer may request mediation or fair hearing within twenty-one (21) calendar days of the informal review written decision.

102. **MEDIATION.**
Mediation is an alternate dispute resolution method available to applicants and eligible customers who initiate the formal appeals process or when the informal review did not resolve the customer’s concern.

01. **Timeline.** A customer may request mediation as long as the request is made within twenty-one (21) calendar days of the original decision or twenty-one (21) calendar days following the written decision from the informal review.

02. **Written Request.** Requests for mediation must be made in writing to the field services chief and clearly state the reason for dissatisfaction with the decision or results of the informal review. The field services chief will represent the Division or assign a management level staff member who has not participated in the agency action that created the customer’s dissatisfaction.

03. **Participation.** Participation in the mediation process is voluntary for the customer and for the Division. Either party may reject mediation as an alternate dispute resolution method. Once mediation has been accepted as an alternate dispute resolution method, either party may terminate the mediation process.

04. **Right to Fair Hearing.** Mediation may not be used to deny or delay the customer’s right to pursue a fair hearing. Should the customer and/or designated representative select mediation in lieu of a fair hearing, the option for a fair hearing will be extended to allow the results of the mediation to be established. Once the final results of the mediation are determined, the customer retains the right to request a fair hearing.

05. **Mediator.** All mediation is conducted by a qualified and impartial mediator who is selected randomly from a list maintained by the Division.

06. **Confidentiality.** Mediation discussions are confidential and may not be used as evidence in a fair hearing. Both parties will sign a confidentiality agreement.

07. **Mediation Agreement.** The mediator will develop a written mediation agreement if an agreement between the parties is reached. The agreement must be signed by all parties involved in the mediation.
08. **Cost.** Cost of mediation is paid by the Division, *except for customer representation.*

103. **FAIR HEARING PROCESS.**
The fair hearing process is an option available to any customer who is dissatisfied with any determination made by Division personnel that affects the provision of vocational rehabilitation services. A customer may request a fair hearing immediately without going through any other appeal steps. A customer or if appropriate their representative *may request* a timely review of the determination. Such requests must be made within twenty-one (21) calendar days of the Division’s decision resulting in the initial disagreement or within twenty-one (21) calendar days of the conclusion of the informal review or mediation process, whichever is later. The fair hearing will be conducted by a fair hearing officer.

01. **Procedure.** A fair hearing is a procedure whereby a customer who is dissatisfied with any determination concerning the provision or denial of Division services or the findings of the informal review or mediation may seek a determination of agency action before a fair hearing officer.

02. **Written Request.** Requests for a fair hearing must be sent in writing to the field services chief and clearly state the customer’s dissatisfaction with the agency’s decision.

03. **Timeline.** The hearing will be conducted within sixty (60) calendar days of receipt of the individual’s request for review, unless informal resolution is achieved prior to the 60th day, or both parties agree to a specific extension of time.

04. **Fair Hearing Officers.** The Division Administrator, or designee, and the State Rehabilitation Council will *jointly* identify a list of fair hearing officers. The Administrator and the customer will select the fair hearing officer from the list.

05. **Written Report.** The fair hearing officer will issue a written report of the findings and decision of the hearing within thirty (30) calendar days of the completion of the hearing.

06. **Decision.** The decision of the fair hearing officer will be considered final by the Division.

07. **Dispute.** Any party who disagrees with the findings and decisions of a fair hearing officer will have the right to bring a civil action with respect to the matter in dispute. The action may be brought in any state court of competent jurisdiction or in a district court of the United States of competent jurisdiction without regard to the amount in controversy.

(BREAK IN CONTINUITY OF SECTIONS)

202. **ELIGIBILITY REQUIREMENTS.**
Eligibility for vocational rehabilitation services provided by the Division is based upon the following criteria:

01. **Professional Documentation of Impairment.** The customer has a physical or mental impairment documented by a qualified professional;

02. **Impediment Determined by Counselor.** The customer’s physical or mental impairment constitutes a substantial impediment to employment as determined by a qualified Vocational Rehabilitation Counselor (VRC);

03. **Determination of Services for Employment.** A determination by a qualified VRC employed by the Division, *who meets the Division’s Comprehensive System of Personnel Development policy,* that the customer requires vocational rehabilitation services to prepare for, secure, retain, advance in, or regain employment consistent with the applicant’s unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.
04. **Severity of Disability.** The Division presumes that an applicant who meets the eligibility requirements in Subsections 202.01 and 202.02, of these rules, can benefit in terms of an employment outcome, unless the severity of disability places this presumption of benefit in question, as outlined in Sections 203 and 205 of these rules.

(BREAK IN CONTINUITY OF SECTIONS)

204. **TRIAL WORK EXPERIENCE.**
In cases where a VRC questions a customer’s ability to benefit from vocational rehabilitation services, due to the severity of their disability, the VRC must obtain clear and convincing evidence that the individual cannot benefit from services, prior to closing the individual’s case. A trial work plan should include **only** those services which will assess an individual’s ability to work in competitive integrated employment **through an exploration of the individual’s abilities, capabilities, and capacity to perform in realistic work situations**. Trial work experiences include supported employment, on-the-job training, and other experiences using realistic integrated work settings. The Division must provide appropriate support services to accommodate the rehabilitation needs of the individual during the trial work experience. **Trial work experiences must be of sufficient variety and over a sufficient period of time.**

205. **SEVERITY OF DISABILITY.**
At the time a customer is determined eligible for vocational rehabilitation services, a determination of the significance of disability, as it relates to employment, will also be determined. A priority category assignment will be determined for all eligible individuals, in one (1) of the following categories:

01. **Priority Category 1 - Eligible Individuals with the Most Significant Disabilities (MSD).**
   a. Meets criteria established for a customer with a significant disability; and
   b. Requires multiple primary Individualized Plan for Employment (IPE) services **over an extended period of time.**

02. **Priority Category 2 - Eligible Individuals with Significant Disabilities (SD).**
   a. Meets the criteria for a customer with no significant disability; and
   b. Experiences a severe physical and/or mental impairment that seriously limits one (1) or more functional categories (such as mobility, work skills, self-care, interpersonal skills, communication, self-direction or work tolerance) in terms of an employment outcome; and
   c. Requires multiple primary IPE services **over an extended period of time.**

03. **Priority Category 3 - All other Eligible Individuals with Disabilities (D).**
   a. Has a physical or mental impairment; and
   b. Impairment constitutes or results in a substantial impediment to employment; and
   c. **Who can benefit in terms of an employment outcome from the provision of vocational rehabilitation services.**

(BREAK IN CONTINUITY OF SECTIONS)
207. INDIVIDUALIZED PLAN FOR EMPLOYMENT (IPE).

01. IPE Requirements. An eligible customer, or their representative, may develop all or part of their IPE, with or without assistance from the Division, however the IPE must be agreed to by a qualified rehabilitation professional. The Division will not pay for IPE development services from other providers. The customer is given a copy of the signed IPE and any subsequent IPEs. There will be only one (1) active IPE at any given time. The Division supports vocational goals in competitive integrated employment, including supported employment and self-employment.

02. IPE Content. Per federal requirements, the IPE will contain the following elements, per 34 CFR 361.46, including:

a. Identification of a specific employment outcome;

b. Necessary rehabilitation services to achieve the employment outcome;

c. Timelines for achieving the employment outcome and for the initiation of services;

d. Identification of service providers;

e. Criteria used to evaluate progress;

f. Terms and conditions including customer rights and responsibilities;

g. Customer’s financial participation, if appropriate;

h. Identification of comparable benefits as appropriate; and

i. The expected need for post-employment services.

03. Annual IPE Review. IPEs will be reviewed at least on an annual basis.

208. CASE CLOSURE.
The Division may close a customer’s case at any time in the vocational rehabilitation process for various reasons, in compliance with federal regulations as stated in 34 CFR 361.43, 44, and 56 and federal reporting guidelines. General reasons for case closure may occur when the VRC determines that a customer is either not eligible or no longer eligible for vocational rehabilitation services; is unavailable to participate in the VR program; declines to participate in the VR program; or the customer achieves an employment outcome. Regardless of when in the process the record of service is closed, the VRC must make reasonable attempts to contact the individual, or as appropriate their representative, prior to case closure to discuss the pending case closure. A closure letter or appropriate form of communication will be sent to all individuals whose case is being closed.

209. ORDER OF SELECTION.

01. Order of Selection. When the Division cannot provide the full range of vocational rehabilitation services to all eligible customers because of fiscal or personnel capacity constraints, the agency will enter an order of selection. The order of selection will be based on the following requirements:

a. Students with disabilities, as defined by 34 CFR 361.5(c)(51), who received pre-employment transition services prior to eligibility determination and assignment to a disability priority category will continue to receive such services.

b. All customers who have an Individualized Plan for Employment will continue to be served.

02. Priority Status. Priority will be given to eligible individuals with the most significant disabilities,
followed by those eligible individuals with significant disabilities, and finally those eligible individuals with disabilities. All eligible customers will be assigned to one (1) of the priority categories as outlined in Section 205 of these rules.

03. When Unable to Serve Eligible Individuals. If the Division cannot serve all eligible individuals within a given priority category, individuals will be released from the statewide waitlist based on disability priority category and date of application.

(BREAK IN CONTINUITY OF SECTIONS)

300. FINANCIAL PARTICIPATION REQUIREMENTS.
The Division will consider the financial need of an eligible customer for the purposes of determining the extent of their participation in the costs of vocational rehabilitation services. Financial participation will not be a consideration in the determination of eligibility for vocational rehabilitation services but will be a consideration in allocating the cost of vocational rehabilitation services, with some exceptions.

01. Financial Participation Assessment. Financial participation will be assessed after eligibility, during plan development, while exploring comparable benefits, prior to a plan amendment, and on an annual basis or if a customer’s financial circumstances change significantly, whichever occurs sooner.

02. Services Exempt from Financial Participation. Services exempt from financial participation include:

a. Assessment for determining eligibility and vocational rehabilitation needs.

b. Vocational rehabilitation counseling and guidance and referral services.

c. Auxiliary aid or services (e.g., interpreter services or reader services) that an individual with a disability requires in order to participate in the vocational rehabilitation program.

d. Personal assistance services.

e. Job related services, including: job readiness training, job search assistance and placement assistance, SE job coaching, job supports – short term, and youth extended services.

f. Pre-employment Transition Services.

03. Financial Participation Criteria. Several factors are considered in determining a customer’s level of financial participation, including the household income, family size, estimated annual plan costs, exclusions such as disability impairment related work expenses, and available financial resources which exceed the Department of Health and Human Services (HHS) Federal Poverty Guidelines. Individuals who receive Social Security benefits, because of their disability, are exempt for contributing towards plan costs, except for those costs exceeding Division limits. The Division has limits for services and uses a low bid, when possible. Exceptions to financial participation may be granted with appropriate approval when adherence to financial participation could seriously jeopardize the customer’s opportunity to achieve the IPE objectives and employment outcome.

(BREAK IN CONTINUITY OF SECTIONS)

400. PURCHASING REQUIREMENTS.
All services and purchases will follow federal, state, and Idaho Division of Purchasing guidelines. Purchases require written authorization prior to the initiation of the purchased service. Authorizations are issued on or before the beginning date of service. If services are provided without an approved authorization, the Division reserves the right
to deny the vendor’s invoice. The method of procurement is determined in partnership with the customer; however the Division prefers that an authorization for purchase be used over other methods, with an invoice from the vendor documenting the service provision. The Division will pay for pre-employment transition services and other services that contribute to the determination of eligibility or that are necessary to achieve an employment outcome.

(BREAK IN CONTINUITY OF SECTIONS)

402. **PROVISION OF COMMUNITY REHABILITATION PROGRAM (CRP) SERVICES.**

The Division will purchase vocational services from CRPs that are accredited by either the Commission on Accreditation of Rehabilitation Facilities (CARF) or the Rehabilitation Services Accreditation System (RSAS). In collaboration with the customer, the qualified professional Vocational Rehabilitation Counselor will determine which CRP services, if any, are required for the customer to achieve an employment outcome. The Division will determine the method for establishing CRP service rates.
EFFECTIVE DATE: The effective date of the temporary rule is November 19, 2020.

AUTHORITY: In compliance with Sections 67-5226, Idaho Code, notice is hereby given this agency has adopted a temporary rule. The action is authorized pursuant to Sections 20-223; 20-210A(3), 20-223(1)-(5); 20-224(2); Section 20-240A(4); and Section 20-240B(5), Idaho Code.

DESCRIPTIVE SUMMARY: The following is the required finding and concise statement of its supporting reasons for adopting a temporary rule:

This is to revise language to be consistent with a recent Supreme Court ruling. Persons convicted of vehicular manslaughter or driving under the influence will be required to wait 15 years after pleading guilty or being found guilty to apply for a pardon.

TEMPORARY RULE JUSTIFICATION: Pursuant to Section 67-5226(1)(b), Idaho Code, the Governor has found that temporary adoption of the rule is appropriate for the following reasons:

This will revise language to be consistent with a recent Supreme Court Ruling. This temporary rule will require persons convicted of vehicular manslaughter or driving under the influence to wait 15 years after pleading guilty or being found guilty to apply for a pardon.

FEE SUMMARY: Pursuant to Section 67-5226(2), the Governor has found that the fee or charge being imposed or increased is justified and necessary to avoid immediate danger and the fee is described herein: N/A

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning the temporary rule, contact Mary Schoeler (208) 334-2520.

Dated this 2nd Day of December, 2020.

Ashley Dowell
Executive Director
Commission of Pardons and Parole
3056 Elder Street
Boise, ID 83705
Phone: (208) 334-2520

THE FOLLOWING IS THE TEXT OF THE TEMPORARY RULE FOR DOCKET NO. 50-0101-2101
(Only Those Sections With Amendments Are Shown.)
010. DEFINITIONS.

01. **Absconder.** An offender who has fled supervision, whose whereabouts are unknown, and for whom a warrant for a violation of supervision has been issued or requested. (3-21-18)

02. **Case Manager.** For purposes of reference, the case manager is an Idaho Department of Correction employee who is involved with assisting offenders regarding their problems, needs, and adjustments. Such case manager may have the title of psycho-social rehabilitation specialist, counselor, social worker, psych-tech, or clinician. (3-20-20)

03. **Commission.** The Idaho Commission of Pardons and Parole. (4-11-15)

04. **Commission Warrant.** Warrant of arrest for alleged parole violation issued by the Executive Director or a Commissioner. This warrant is a non-bondable warrant. (3-23-98)

05. **Commissioner.** A member of the Commission who is appointed by the Governor to carry out decision-making functions regarding parole, parole revocations, pardons, commutations, remission of fines, and firearm rights restoration. (3-21-18)

06. **Commutation.** Clemency powers pursuant to Article IV, Section 7 of the Idaho Constitution and Sections 20-240A and 20-233, Idaho Code granted to the Commission, or to the Commission with the approval of the Governor, as both as required by law, which allow for a sentence to be modified, including a final discharge from the remaining period of parole. (3-20-20)(11-19-20)

07. **Concurrent Sentence.** Sentence served at the same time as another. (3-23-98)

08. **Conditions of Parole.** Conditions under which an offender is released to parole supervision. (4-11-15)

09. **Confidential.** Privileged from disclosure. (3-23-98)

10. **Consecutive Sentence.** Sentence served upon completion of another sentence or before beginning another sentence. (3-23-98)

11. **Decision.** A determination arrived at after consideration, a conclusion. (3-23-98)

12. **Detainer.** A document authorizing the detention of an offender in custody for a new felony crime or parole violation. Offender may be housed in a county jail or a correctional institution in state or out of state. (4-11-15)

13. **Determinate Sentence.** Fixed portion of the sentence. During this time period an offender is not eligible for release on parole. (4-11-15)

14. **Dispositional Hearing.** A hearing held before the Commissioners to render a decision whether to reinstate, modify, or revoke parole. (3-20-20)

15. **DOR.** Disciplinary Offense Report. A report describing rule violations, behavioral issues, or both, committed by an offender while incarcerated. (4-11-15)

16. **Escape.** Flight from confinement. (3-23-98)

17. **Executive Session.** Any meeting or part of a meeting of the Commission that is closed to the public for deliberation on certain matters, as set forth in Section 20-213A, Idaho Code. (4-11-15)

18. **File or Case Review.** Review of central file, Commission file, and/or additional information
submitted, without testimony or interview of offender or parolee. (4-11-15)

19. Full Term Release Date. The date an offender completes the term of sentence. (3-20-20)

20. Hearing. The opportunity to be interviewed by the Commission, a Commissioner, or other designated Commission staff. (4-11-15)

21. Hearing Officer. An impartial person employed by the Commission and selected by the Executive Director to conduct an interview and take testimony from an offender regarding offender’s history, criminal record, social history, present condition of offender, and offense. (4-11-15)

22. Hearing Session. A series of hearings conducted by the Commission. (4-11-15)

23. Indeterminate Sentence. Portion of sentence following the determinate sentence, during which time an offender is eligible for release on parole. (4-11-15)

24. Member or Members. A member of the Commission, Commissioner, or Commissioners. (3-21-18)

25. NCIC. National Crime Information Center. (3-23-98)

26. Non-Technical Violation. Violation of parole by absconding or the commission of, and conviction for, a felony or misdemeanor offense. (3-20-20)

27. Offender. A person under the legal care, custody, supervision, or authority of the board of correction, including a person within or outside Idaho pursuant to agreement with another state or contractor. (3-20-20)

28. On-Site Parole Violation Hearing. Parole violation hearing to determine guilt or innocence of the alleged parole violator, which must be held reasonably near the site of the alleged violation(s). (3-21-18)

29. Open Parole Date. Tentative parole granted without setting an actual tentative release date and subject to release by Commission authorization; offender’s parole eligibility date has passed when a tentative parole date is granted. A tentative parole date will become an open parole date if the tentative parole date passes without the offender being released to an acceptable plan on the specific date. (4-11-15)

30. Pardon. Clemency powers pursuant to Article IV, Section 7 of the Idaho Constitution and Section 20-240A, Idaho Code granted to the Commission or to the Commission with the approval of the Governor that as required by law, which allows for sparing the applicant to be released from the consequences of conviction of a crime from punishment for a crime, removing any other effects, penalties, or disabilities that the conviction carries or stem from that conviction, and restoring the applicant’s civil rights. (4-11-15) (11-19-20)

31. Parole. Conditional release from a penal institution under a contractual agreement between the Commission of Pardons and Parole and offender. Parole is not a right, but is a matter of grace. (4-11-15)

32. Parole Eligibility Date. The earliest date that an offender may be eligible for parole release, which coincides with the date that the indeterminate portion of the offender's sentence begins. In the event there are multiple sentences, the sentence having the latest indeterminate begin date will be used as the offender's parole eligibility date. (4-11-15)

33. Parole Hearing Interview. An interview conducted by a hearing officer for the purpose of gathering information and testimony from the offender regarding the offender's history, criminal record, social history, present condition, instant offense, and other factors, when the offender is scheduled for a forthcoming parole consideration hearing. (4-11-15)

34. Parole Violation Hearing. A fact-finding hearing conducted by a hearing officer to determine a parolee’s guilt or innocence of alleged violations of parole. The hearings are conducted for both technical and non-
technical violations, and may be held on-site, or at a location as determined by the Executive Director or the hearing officer.

35. **Parolee**. Offender being supervised on parole. (3-21-18)

36. **Preliminary Hearing**. A hearing conducted by an objective representative of the supervising authority or an individual appointed by the Executive Director to determine if there is probable cause to believe the alleged violations of the parole contract occurred. (3-21-18)

37. **Risk Assessment**. Validated tool developed to determine risk of recidivating based on offender criminogenic needs. (4-11-15)

38. **Self-Initiated Parole Reconsideration (SIPR)**. A process in which an offender may request reconsideration of the last decision of the Commission. (3-20-20)

39. **Session**. See “Hearing Session.” (4-11-15)

40. **Supervising Authority**. The agency responsible for community supervision of parolees which is Idaho Department of Correction. (3-21-18)

41. **Technical Violation**. Violation of parole by not conforming to conditions of parole, but not to include absconding or a new criminal conviction. (3-8-16)

(***BREAK IN CONTINUITY OF SECTIONS***)

450. **COMMUTATIONS PURSUANT TO SECTIONS 20-233 AND 20-240, IDAHO CODE.**

A **Commutation** is a process whereby clemency may be considered and granted **may be considered for a person convicted of any misdemeanor or felony crime** to modify a sentence imposed by the sentencing jurisdiction. (3-21-18) (11-19-20)

01. **Petition**. A petition must be submitted to initiate the process. Only forms approved by the Commission will be accepted and must be completed correctly per the instructions on the form. (3-20-20)

a. The petition must contain the reason a modification of sentence is requested and the precise modification which is requested, such as the following. (3-23-98)

i. Change a consecutive sentence to concurrent. (3-23-98)

ii. Reduce the maximum length of sentence. (3-23-98)

iii. Reduce the minimum fixed term of a sentence. (3-30-01)

iv. Change a fixed sentence to indeterminate. (3-23-98)

v. Change a sentence in any other manner not described. (3-23-98)

b. The Commission may consider one (1) application from any one (1) person in any twelve (12) month period from the date of denial. (3-20-20)

c. Petitions may be considered at any time by the Commission but are usually scheduled for consideration in the quarterly sessions in January, April, July, and October. (3-21-18)

d. Petitions must be received no later than the first day of the month prior to the next designated quarterly hearing session for which the offender is applying. (3-21-18)
e. Review or deliberation on the petition by the Commission will be conducted in executive session. (3-23-98)

f. Any petition may be continued for additional information or for further consideration. (3-23-98)

g. The petitioner will be sent written notice of the decision. (3-23-98)

h. The petition is limited to no more than six (6) pages; the petition will not be considered if the document exceeds this number. (3-21-18)

i. An alleged parole violator is not eligible to file a petition until the violation has been adjudicated. (3-20-20)

j. The Commission will not consider a commutation for early discharge from parole in any case until the parolee has served at least one (1) year on parole as outlined in Section 20-233, Idaho Code. (3-20-20)

k. The Commission will not consider an early discharge for a parolee who has a sex crime or violent crime until one-third (1/3) of the remaining time from the parole release date to full term release date has been served on parole; or until ten (10) years have been served on parole on a life sentence for any crime. (3-20-20)

l. A parole officer, parole officer designee, or parole officer supervisor can petition the Commission to consider an early discharge upon reaching the timelines established in this section. (3-20-20)

m. If the parolee is permanently incapacitated or terminally ill, the Commission may consider and grant an early discharge from parole after one (1) year for any crime. (3-20-20)

02. Commutation Hearing. The scheduling of a hearing is at the complete discretion of the Commission; if a commutation hearing is scheduled, the Commission will determine the date of the hearing. (3-21-18)

a. Notice of a commutation hearing will be published in a newspaper of general circulation at Boise, Idaho, at least once a week for four (4) consecutive weeks immediately prior to the hearing. (3-23-98)

b. A copy of the notice of publication will be mailed to the prosecuting attorney of the county from which the petitioner was committed. (3-23-98)

c. Victims of the offender will be notified in writing when a hearing is scheduled. (3-23-98)

d. All rules of procedure governing hearings will apply to a commutation hearing. Written notice of the hearing date, time, and location will be sent to the applicant at the address given on the application or as otherwise requested. The Commission may make such appearance mandatory, make a final decision based upon the information available, or continue the hearing to a later date in order for the applicant to attend. (3-23-98)

e. The applicant will be given written notice of the decision and such notice will be sent to the last known address. (3-23-98)

f. The decision and supporting documents regarding a commutation will be filed with the Secretary of State and the executive director will provide all notice that a commutation is granted consistent with Section 20-240B, Idaho Code. (3-23-98)

03. Death Sentence. (3-23-98)

a. An individual file of each offender under sentence of death may be maintained in the Commission office. (4-11-15)

b. At any time, the Commission may review a file, information, or interview an offender without activating the commutation process. (4-11-15)
c. Commutation petitions must be initiated by the petitioner or his legal counsel. Legal counsel must provide verification that he has been retained by the petitioner or his family to prepare and submit the petition. (3-20-20)

d. The Commission may elect to receive and consider a petition for a death penalty modification at any time. (3-23-98)

(BREAK IN CONTINUITY OF SECTIONS)

550. PARDON PURSUANT TO SECTION 20-240, IDAHO CODE.
A pardon may be considered for a person having been convicted of any misdemeanor or felony crime. A pardon does not expunge or remove the crime from the applicant’s criminal history. (3-21-18)

01. General. An application for a pardon may not be considered until a period of time has elapsed since the applicant’s discharge from custody as defined below. (3-23-98)

a. Applications for pardon for non-violent and non-sex crimes may be submitted for consideration no sooner than five (5) years after the satisfaction of the sentence on the crime for which they are requesting a pardon. (3-20-20)

b. Applications for pardon for violent or sex crimes or other crimes against a person may be submitted for consideration no sooner than ten (10) years after the satisfaction of the sentence on the crime for which they are requesting a pardon. (3-20-20)

c. In addition to the provisions of (a) and (b), applications for pardon for vehicular manslaughter pursuant to Section 18-4006(3)(b), Idaho Code or driving under the influence, including any violation of Sections 18-8004, 18-8004C, 18-8005 or 18-8006, Idaho Code, may be submitted for consideration no sooner than fifteen (15) years after that date which the applicant pled guilty to or was found guilty of such a crime. (11-19-20)

d. A pardon application will not be considered while an offender is incarcerated or on supervision. (3-20-20)

e. The Commission will determine whether a hearing will be granted and the applicant will be advised notified of the decision in writing. (3-21-18)

02. Application. A pardon application can be obtained from the Commission office or on the Commission website. (4-11-15)

a. The application must be completed and returned to the Commission office. (3-23-98)

i. The completed application must include the reasons why the pardon is requested. (3-23-98)

ii. The applicant may attach letters of recommendation or other documents to support the request. (3-23-98)

iii. The applicant must include copies of all court judgments and conviction documents, as well as police reports for each crime for which a pardon is requested. (3-21-18)

iv. A pardon may be requested only once during a twelve-month (12) period from the date of denial unless otherwise stated by the Commission. (3-20-20)

v. An application may not be considered if there is significant law enforcement contact since sentence or discharge. (3-21-18)

b. Upon receipt of the completed application and required documentation, eligible applications will be
reviewed by the Commission. The Commission may request an investigation of the applicant by Commission staff. The report will contain the following:

i. A criminal records check will be conducted to include any law enforcement contact since the release from supervision or incarceration.

   (3-21-18)

ii. The applicant’s employment history since discharge from supervision or incarceration.

   (3-21-18)

iii. The applicant’s willingness to fulfill the obligations of a law-abiding citizen, including family information, community involvement, volunteer service, hobbies, and related interests.

   (3-21-18)

iv. The applicant’s employment and education status, including any professional or vocational achievements, training, and any additional information as deemed necessary or appropriate.

   (3-21-18)

v. Confirmation that all restitution and fines as ordered by the sentencing court are paid.

   (3-21-18)

vi. An interview with the applicant may be conducted and a summary of the interview provided. Said interview may be conducted in person or by electronic means.

   (3-21-18)

03. Hearing. The scheduling of a hearing is at the complete discretion of the Commission. If a pardon hearing is scheduled, the Commission will determine the date of the hearing.

   (4-11-15)

a. Notice of a pardon hearing shall be published in a newspaper of general circulation at least once a week for four (4) consecutive weeks immediately prior to the hearing.

   (3-23-98)

b. A copy of the publication will be mailed to the prosecuting attorney of the county from which the petitioner was sentenced.

   (3-23-98)

c. Victims of the offender will be notified in writing when a hearing is scheduled.

   (3-20-20)

d. Written notice of the hearing date, time, and location will be sent to the applicant at the address given on the application or as otherwise requested.

   (3-23-98)

i. The Commission may make such appearance mandatory, make a final decision based upon the information available, or continue the hearing to a later date in order for the applicant to attend.

   (3-20-20)(11-19-20)

ii. Upon request, the Commission may decide whether to continue the hearing to a later date in order for the applicant to attend.

   (3-20-20)

e. All rules of procedure governing hearings will apply at a pardon hearing.

   (3-23-98)

f. The applicant will be given written notice of the decision and such notice will be sent to the last known address.

   (3-23-98)

g. The granting of a pardon does not expunge the crime from the applicant’s criminal history.

   (3-21-18)

f. The decision and supporting documents regarding a pardon will be filed with the Secretary of State and the executive director will provide all notice that a pardon is granted consistent with Section 20-240B, Idaho Code.

   (11-19-20)
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NEW OR CHANGED AGENCY RULES

THERE ARE NO PROPOSED RULES PUBLISHED
IN THE JANUARY 6, 2021, IDAHO ADMINISTRATIVE BULLETIN, VOL. 21-1.

Please refer to the Idaho Administrative Bulletin January 6, 2021, Volume 21-1, for the notices and text of all rulemakings, proclamations, negotiated rulemaking and public hearing information and schedules, executive orders of the Governor, and contact information.

Issues of the Idaho Administrative Bulletin can be viewed at www.adminrules.idaho.gov/

Office of the Administrative Rules Coordinator, Division of Financial Management
P.O. Box 83720, Boise, ID 83720-0032
Phone: 208-854-3900; Email: rulescoordinator@dfm.idaho.gov
CUMULATIVE RULEMAKING INDEX
OF IDAHO ADMINISTRATIVE RULES

Office of the Administrative Rules Coordinator
Division of Financial Management
Office of the Governor
July 1, 1993 – Present

This index provides a history of all agency rulemakings beginning with the first Administrative Bulletin in July 1993 to the most recent Bulletin publication. It tracks all rulemaking activities on each chapter of rules by the rulemaking docket numbers and includes negotiated, temporary, proposed, pending and final rules, public hearing notices, vacated rulemaking notices, notice of legislative actions taken on rules, and executive orders of the Governor.

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Division of Financial Management
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**MOVED AND REDESIGNATED** 01.01.01, Idaho Accountancy Rules

01-0000-2000 **IDAPA 01 – IDAHO BOARD OF ACCOUNTANCY** – Notice of Legislative and Executive Action Affecting the Idaho Board of Accountancy Under the Department of Self-Governing Agencies – House Bill 318, Session Law 96, and Executive Order 2020-10 and Assignment of New IDAPA Designation Number Under the Division of Occupational and Professional Licenses – Redesignated as **IDAPA 24, Title 30, Chapter 01** – Bulletin Vol. 20-7 (eff. 7-1-20)

24-0000-2000 **IDAPA 24 – DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES** – Notice of Legislative and Executive Action Affecting Certain Boards and Commissions Under the Department of Self-Governing Agencies – House Bill 318, Session Law 96, and Executive Order 2020-10 and Assignment of New IDAPA Designation Number Under the Division of Occupational and Professional Licenses – Redesignated as **IDAPA 24, Title 30, Chapter 01** – Bulletin Vol. 20-7 (eff. 7-1-20)

01-0101-2000F **Idaho Accountancy Rules** – Notice of Omnibus Rulemaking – Adoption of Temporary (Fee) Rule – Reauthorizes Title 01, Chapter 01 – Bulletin Vol. 20-4SE (eff. 3-20-20)

**IDAPA 02 – IDAHO DEPARTMENT OF AGRICULTURE**

02-0000-2000F **Rules of the Idaho Department of Agriculture** – Notice of Omnibus Rulemaking – Adoption of Pending Fee Rule – Reauthorizes Title 01, Chapters 04, 05; and Title 06, Chapter 33 – Bulletin Vol. 20-11SE (PLR 2021)

02-0000-2000F **Rules of the Idaho Department of Agriculture** – Notice of Omnibus Rulemaking – Proposed (Fee) Rule – Reauthorizes Title 01, Chapters 04, 05; and Title 06, Chapter 33 – Bulletin Vol. 20-9SE

02-0000-2000F **Rules of the Idaho Department of Agriculture** – Notice of Omnibus Rulemaking – Adoption of Temporary (Fee) Rule – Reauthorizes **Title 01**, Chapters 04, 05; **Title 02**, Chapters 07, 11-15; **Title 03**, Chapter 03; **Title 04**, Chapters 03, 05, 19, 26, 32; **Title 06**, Chapters 01, 02, 04-06, 09, 10, 33 – Bulletin Vol. 20-4SE (eff. 3-20-20)

02-0000-2000FA **Rules of the Idaho Department of Agriculture** – Notice of Omnibus Rulemaking – Adoption of Pending Fee Rule – Reauthorizes Title 02, Chapters 07, 11-15; Title 03, Chapter 03; Title 04, Chapters 03, 05, 19, 26, 32; and Title 06, Chapters 01, 02, 04-06, 09, 10 – Bulletin Vol. 20-11SE (PLR 2021)

02-0000-2000FA **Rules of the Idaho Department of Agriculture** – Notice of Omnibus Rulemaking – Proposed (Fee) Rule – Reauthorizes Title 02, Chapters 07, 11-15; Title 03, Chapter 03; Title 04, Chapters 03, 05, 19, 26, 32; and Title 06, Chapters 01, 02, 04-06, 09, 10 – Bulletin Vol. 20-9SE


02-0701-2000F **Rules of the Idaho Hop Growers Commission** – Notice of Omnibus Rulemaking – Adoption of Temporary (Fee) Rule – Reauthorizes **Title 07**, Chapter 01 – Bulletin Vol. 20-4SE (eff. 3-20-20)


02-0801-2000F **Rules of the Idaho Sheep and Goat Health Board** – Notice of Omnibus Rulemaking – Adoption of Temporary (Fee) Rule – Reauthorizes **Title 08**, Chapter 01 – Bulletin Vol. 20-4SE (eff. 3-20-20)

02.01.06, Rules Governing the Labeling of Hemp Receptacles

02-0106-2001 Adoption of Temporary Rule (New Chapter), Bulletin Vol. 20-1 (eff. 11-26-19) (Expired)

02-0106-2002 Adoption of Temporary Rule (New Chapter), Bulletin Vol. 20-4 (eff. 3-20-20)

02.02.14, Rules for Weights and Measures

24-0000-2000 IDAPA 24 – DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES – Notice of Legislative and Executive Action Affecting Certain Boards and Commissions Under the Department of Self-Governing Agencies – House Bill 318, Session Law 96, and Executive Order 2020-10 and Assignment of New IDAPA Designation Number Under the Division of Occupational and Professional Licenses - Redesignated as IDAPA 24, Title 39, Chapter 10 – Bulletin Vol. 20-7 (eff. 7-1-20)

07-0000-2000F Rules of the Division of Building Safety – Notice of Omnibus Rulemaking – Adoption of Temporary (Fee) Rule – Reauthorizes Title 01, Chapter 01 – Bulletin Vol. 20-4SE (eff. 3-20-20)

(MOVED AND REDESIGNATED) 07.02.02, Rules Governing Plumbing

07-0000-2000 IDAPA 07 – DIVISION OF BUILDING SAFETY – Notice of Legislative and Executive Action Affecting the Division of Building Safety and Its Constituent Boards Under the Department of Self-Governing Agencies – House Bill 318, Session Law 96, and Executive Order 2020-10 and Assignment of New IDAPA Designation Number Under the Division of Occupational and Professional Licenses – Redesignated as IDAPA 24, Title 39, Chapter 20 – Bulletin Vol. 20-7 (eff. 7-1-20)

24-0000-2000 IDAPA 24 – DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES – Notice of Legislative and Executive Action Affecting Certain Boards and Commissions Under the Department of Self-Governing Agencies – House Bill 318, Session Law 96, and Executive Order 2020-10 and Assignment of New IDAPA Designation Number Under the Division of Occupational and Professional Licenses – Redesignated as IDAPA 24, Title 39, Chapter 20 – Bulletin Vol. 20-7 (eff. 7-1-20)

07-0000-2000F Rules of the Division of Building Safety – Notice of Omnibus Rulemaking – Adoption of Temporary (Fee) Rule – Reauthorizes Title 02, Chapter 02 – Bulletin Vol. 20-4SE (eff. 3-20-20)

(MOVED AND REDESIGNATED) 07.03.01, Rules of Building Safety (Building Code Rules)

07-0000-2000 IDAPA 07 – DIVISION OF BUILDING SAFETY – Notice of Legislative and Executive Action Affecting the Division of Building Safety and Its Constituent Boards Under the Department of Self-Governing Agencies – House Bill 318, Session Law 96, and Executive Order 2020-10 and Assignment of New IDAPA Designation Number Under the Division of Occupational and Professional Licenses – Redesignated as IDAPA 24, Title 39, Chapter 30 – Bulletin Vol. 20-7 (eff. 7-1-20)

24-0000-2000 IDAPA 24 – DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES – Notice of Legislative and Executive Action Affecting Certain Boards and Commissions Under the Department of Self-Governing Agencies – House Bill 318, Session Law 96, and Executive Order 2020-10 and Assignment of New IDAPA Designation Number Under the Division of Occupational and Professional Licenses – Redesignated as IDAPA 24, Title 39, Chapter 30 – Bulletin Vol. 20-7 (eff. 7-1-20)

07-0000-2000F Rules of the Division of Building Safety – Notice of Omnibus Rulemaking – Adoption of Temporary (Fee) Rule – Reauthorizes Title 03, Chapter 01 – Bulletin Vol. 20-4SE (eff. 3-20-20)

(MOVED AND REDESIGNATED) 07.03.03, Rules for Modular Buildings

07-0000-2000 IDAPA 07 – DIVISION OF BUILDING SAFETY – Notice of Legislative and Executive Action Affecting the Division of Building Safety and Its Constituent Boards Under the Department of Self-Governing Agencies – House Bill 318, Session Law 96, and Executive Order 2020-10 and Assignment of New IDAPA Designation Number Under the Division of Occupational and Professional Licenses – Redesignated as IDAPA 24, Title 39, Chapter 31 – Bulletin Vol. 20-7 (eff. 7-1-20)

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07-0000-2000F Rules of the Division of Building Safety – Notice of Omnibus Rulemaking – Adoption of Temporary (Fee) Rule – Reauthorizes Title 03, Chapter 03 – Bulletin Vol. 20-4SE (eff. 3-20-20)

(MOVED AND REDESIGNATED) 07.03.09, Rules Governing Manufactured Homes – Consumers Complaints – Dispute Resolution
07-0000-2000 IDAPA 07 – DIVISION OF BUILDING SAFETY – Notice of Legislative and Executive Action Affecting the Division of Building Safety and Its Constituent Boards Under the Department of Self-Governing Agencies – House Bill 318, Session Law 96, and Executive Order 2020-10 and Assignment of New IDAPA Designation Number Under the Division of Occupational and Professional Licenses – Redesignated as IDAPA 24, Title 39, Chapter 32 – Bulletin Vol. 20-7 (eff. 7-1-20)

24-0000-2000 IDAPA 24 – DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES – Notice of Legislative and Executive Action Affecting Certain Boards and Commissions Under the Department of Self-Governing Agencies – House Bill 318, Session Law 96, and Executive Order 2020-10 and Assignment of New IDAPA Designation Number Under the Division of Occupational and Professional Licenses – Redesignated as IDAPA 24, Title 39, Chapter 32 – Bulletin Vol. 20-7 (eff. 7-1-20)

(MOVED AND REDESIGNATED) 07.03.11, Rules Governing Manufactured/Mobile Home Industry Licensing

07-0000-2000 IDAPA 07 – DIVISION OF BUILDING SAFETY – Notice of Legislative and Executive Action Affecting the Division of Building Safety and Its Constituent Boards Under the Department of Self-Governing Agencies – House Bill 318, Session Law 96, and Executive Order 2020-10 and Assignment of New IDAPA Designation Number Under the Division of Occupational and Professional Licenses – Redesignated as IDAPA 24, Title 39, Chapter 33 – Bulletin Vol. 20-7 (eff. 7-1-20)

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07-0000-2000F Rules of the Division of Building Safety – Notice of Omnibus Rulemaking – Adoption of Temporary (Fee) Rule – Reauthorizes Title 03, Chapter 11 – Bulletin Vol. 20-4SE (eff. 3-20-20)T

(MOVED AND REDESIGNATED) 07.03.12, Rules Governing Manufactured or Mobile Home Installations

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07-0000-2000F Rules of the Division of Building Safety – Notice of Omnibus Rulemaking – Adoption of Temporary (Fee) Rule – Reauthorizes Title 03, Chapter 12 – Bulletin Vol. 20-4SE (eff. 3-20-20)T

(MOVED AND REDESIGNATED) 07.03.13, Rules Governing Mobile Home Rehabilitation

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(MOVED AND REDESIGNATED) 07.04.02, Safety Rules for Elevators, Escalators, and Moving Walks

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**Office of the Administrative Rules Coordinator**

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**(MOVED AND REDESIGNATED)**  
07.10.01, Rules Governing the Damage Prevention Board

**07-0000-2000**  
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07.11.01, Rules of the Division of Building Safety

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34-0000-2000F Rules of the Idaho Secretary of State – Notice of Omnibus Rulemaking – Adoption of Temporary (Fee) Rule – Reauthorizes Title 05, Chapters 01-03, 06 – Bulletin Vol. 20-4SE (eff. 3-20-20)T

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37-0000-2000F Rules of the Idaho Department of Water Resources – Notice of Omnibus Rulemaking – Proposed (Fee) Rule – Reauthorizes Title 01, Chapter 01; Title 02, Chapter 03; and Title 03, Chapters 01-10 – Bulletin Vol. 20-9SE

37-0000-2000F Rules of the Idaho Department of Water Resources – Notice of Omnibus Rulemaking – Adoption of Temporary (Fee) Rule – Reauthorizes Title 01, Chapter 01; Title 02, Chapter 03; Title 03, Chapters 01-10 – Bulletin Vol. 20-4SE (eff. 3-20-20)T

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39-0000-2000F  Rules of the Idaho Transportation Department – Notice of Omnibus Rulemaking – Adoption of Temporary (Fee) Rule – Reauthorizes Title 02, Chapters 04, 05, 22, 26, 41, 60; and Title 03, Chapter 03 – Bulletin Vol. 20-4SE (eff. 3-20-20)T

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