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**IDAPA 16  
TITLE 03  
CHAPTER 23**

**16.03.23 - RULES GOVERNING UNIFORM ASSESSMENTS FOR STATE-FUNDED CLIENTS**

**000. LEGAL AUTHORITY.**

Sections 39-3308, 39-3508 and 56-202(b), Idaho Code, mandate the Department to develop uniform assessment criteria to assess the functional and cognitive ability of persons who seek state-funded supported living services. (4-5-00)

**001. TITLE AND SCOPE.**

**01. Title.** These rules are to be cited as the Rules of the Idaho Department of Health and Welfare, IDAPA 16, Title 03, Chapter 23, "Rules Governing Uniform Assessments for State-Funded Clients". (4-5-00)

**02. Scope.** These rules contain the minimum requirements and applied standards for uniform assessment of the functional and cognitive ability of persons who seek state-funded supported living services. (4-5-00)

**002. WRITTEN INTERPRETATIONS.**

These rules are adopted to further the accuracy and consistency of placement and funding decisions affecting persons in supported living settings. The uniform assessment instrument shall be used to develop plans of care and, when required, negotiated service agreements, determine staffing ratios, to determine the capacity and expertise of the care provider to meet the needs of each client. (4-5-00)

**003. ADMINISTRATIVE APPEALS.**

Hearings will be conducted in conformance with the Department's "Rules Governing Contested Case Proceedings and Declaratory Rulings, IDAPA 16.05.03, Sections 100 through 102. (4-5-00)

**004. DEFINITIONS.**

**01. Activities Of Daily Living.** Bathing, dressing, toileting, transferring, eating, and walking. (4-5-00)

**02. Client.** A person for whom the State of Idaho, or a program administered by the State of Idaho, pays all or any part of the cost of the person's care. (4-5-00)

**03. Department.** The Idaho Department of Health and Welfare. (4-5-00)

**04. Instrumental Activities Of Daily Living.** Meal preparation, money management, transportation, shopping, using the telephone, medication management, heavy housework, and light housework. (4-5-00)

**05. Service Plan.** A plan that describes the type and quantity of services that will be provided to a client, whether called a plan of care, plan for care, negotiated services agreement, individual support plan, or by some other name. (4-5-00)

**06. Significant Change In Client's Condition.** A major change in the client's status that affects more than one area of the client's functional or health status, and requires review or revision of the care plan or negotiated service agreement. (4-5-00)

**07. Supported Living Services.** Assistance with activities of daily living, instrumental activities of daily living, and supervision to enable a client to reside safely in the setting of the client's choice. (4-5-00)

**08. Supported Living Services Provider.** A facility or person that provides supported living services. Such facilities and persons include nursing facilities, licensed residential and assisted living facilities, certified family homes, specialized family homes, personal care service providers, semi-independent facilities, intermediate care facilities for persons with mental retardation, and home and community-based services waiver providers. (4-5-00)

**09. Uniform Assessment Or Uniform Assessment Instrument (UAI).** A set of standardized criteria adopted by the Department of Health and Welfare to assess functional and cognitive abilities. (4-5-00)

**005. -- 010. (RESERVED).**

**011. COMPLETION OF THE UNIFORM ASSESSMENT INSTRUMENT.**

**01. Department's Responsibility For The Uniform Assessment Of Clients.** The Department shall assess or direct the uniform assessment of clients age 18 or older who seek supported living services. (4-5-00)

**02. Qualifications Of Persons Making Uniform Assessments.** The uniform assessment shall be conducted by persons who are trained by the Department in the use of the uniform assessment instrument. (4-5-00)

**03. Payment Conditioned On Completion Of Assessment.** A uniform assessment must be completed as a condition of state payment for supported living services. The Department will not authorize payment for services to a client if the services were rendered prior to the completion of a uniform assessment instrument for that client, unless the Department determines it was beyond the control of the supported living services provider and it is justified by the individual circumstances. In addition, other Department payment requirements must be met. (4-5-00)

**04. Time Period For Completing The Assessment.** The Department will prioritize pending assessments, and expedite assessments that, in its discretion, it considers emergencies, including reassessments of clients whose needs have changed. (4-5-00)

**05. Reassessments.** A client shall be reassessed if there is a significant change in the client's condition, or annually, whichever occurs first. For nursing facility residents, after an initial UAI is completed, the federal minimum data set may be substituted for the uniform assessment instrument. (4-5-00)

**012. USE OF THE UNIFORM ASSESSMENT INSTRUMENT IN DEVELOPING THE CLIENT'S SERVICE PLAN.**

The client's unmet needs as identified by the uniform assessment instrument shall be used to develop a service plan. (4-5-00)

**013. USE OF THE UNIFORM ASSESSMENT INSTRUMENT IN DETERMINING FACILITY STAFFING RATIOS.**

A supported living services provider shall have sufficient numbers and types of staff to carry out each client's service plan based on the uniform assessment instrument and to comply with all other rules governing the provider. (4-5-00)

**014. USE OF THE UNIFORM ASSESSMENT INSTRUMENT FOR DETERMINING THE ABILITY OF THE SUPPORTED LIVING SERVICES PROVIDER TO MEET CLIENTS' NEEDS.**

The information from the uniform assessment instrument shall be used to determine the ability of a supported living services provider to meet the identified needs of the client. The information from the uniform assessment instrument shall also be used to determine the need for special training or licenses that may be required in caring for certain clients. (4-5-00)

**015. -- 999. (RESERVED).**

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