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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. The title of these rules is IDAPA 16.03.23, "Rules Governing Uniform Assessments for State-Funded Clients." (4-2-08)

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.

There are no written interpretations for this chapter of rules. (4-2-08)

003. ADMINISTRATIVE APPEALS.

Administrative appeals are governed by IDAPA 16.05.03, "Rules Governing Contested Case Proceedings and Declaratory Rulings." (4-2-08)

004. INCORPORATION BY REFERENCE.

There are no documents incorporated by reference in this chapter of rules. (4-2-08)

005. OFFICE -- OFFICE HOURS -- MAILING ADDRESS -- STREET ADDRESS -- TELEPHONE -- INTERNET WEBSITE.

01. Office Hours. Office hours are 8 a.m. to 5 p.m., Mountain Time, Monday through Friday, except holidays designated by the State of Idaho. (4-2-08)

02. Mailing Address. The mailing address for the business office is Idaho Department of Health and Welfare, P.O. Box 83720, Boise, Idaho 83720-0036. (4-2-08)

03. Street Address. The business office of the Idaho Department of Health and Welfare is located at 450 West State Street, Boise, Idaho 83702. (4-2-08)

04. Telephone. (208) 334-5500. (4-2-08)

05. Internet Website Address. The internet [website](#). (4-2-08)

06. Division of Medicaid. The Department's Division of Medicaid is located at 3232 Elder Street, Boise, ID 83705; Phone: (208) 334-5747. (4-2-08)

006. CONFIDENTIALITY OF RECORDS AND PUBLIC RECORDS REQUESTS.

01. Confidential Records. Any information about an individual covered by these rules and contained in the Department's records must comply with IDAPA 16.05.01, "Use and Disclosure of Department Records." (4-2-08)

02. Public Records. The Department will comply with Sections 9-337 through 9-350, Idaho Code, when requests for the examination and copying of public records are made. Unless otherwise exempted, all public records in the custody of the Department are subject to disclosure. (4-2-08)

007. -- 009. (RESERVED).

010. DEFINITIONS.

For the purposes of these rules, the following terms are used as defined below: (4-2-08)

- 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 residential care and assisted living facilities, certified family homes, specialized family homes, personal care service providers, semi-independent facilities, intermediate care facilities for persons with intellectual disabilities, and home and community-based services waiver providers. (4-2-08)
- 09. Uniform Assessment.** A set of standardized criteria adopted by the Department of Health and Welfare to assess functional and cognitive abilities. For participants using the Developmental Disabilities and Southwest Idaho Treatment Center services, and adults using Developmental Disabilities Agency services or Targeted Service Coordinator services, or both, the requirement for a uniform assessment is met by the assessment and history required under IDAPA 16.03.13, "Prior Authorization for Behavioral Health Services." (3-20-04)

011. COMPLETION OF THE UNIFORM ASSESSMENT INSTRUMENT.

- 01. Department's Responsibility for the Uniform Assessment of Clients.** The Department will assess or direct the uniform assessment of clients age eighteen (18) or older who seek supported living services. (4-2-08)
- 02. Qualifications of Persons Making Uniform Assessments.** The uniform assessment must be conducted by persons who are trained by the Department in the use of the uniform assessment instrument. (4-2-08)
- 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 must be reassessed if there is a significant change in the client's condition, or annually, whichever occurs first. (4-2-08)

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 must be used to develop a service plan. (4-2-08)

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

A supported living services provider must 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. (4-2-08)

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 will 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 will also be used to determine the need for special training or licenses that may be required in caring for certain clients. (4-2-08)

015. -- 999. (RESERVED).

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