

Dear Senators HEIDER, Nuxoll, Bock, and  
Representatives WOOD, Perry, Rusche:

The Legislative Services Office, Research and Legislation, has received the enclosed rules of  
the Department of Health and Welfare:

IDAPA 16.07.17 - Rules Pertaining To Alcohol & Substance Use Disorders Services (Docket No.  
16-0717-1301);

IDAPA 16.07.20 - Rules Pertaining To Alcohol & Substance Use Disorders Treatment & Recovery  
Support Services Facilities & Programs (Docket No. 16-0720-1301).

Pursuant to Section 67-454, Idaho Code, a meeting on the enclosed rules may be called by the  
cochairmen or by two (2) or more members of the subcommittee giving oral or written notice to Research  
and Legislation no later than fourteen (14) days after receipt of the rules analysis from Legislative  
Services. The final date to call a meeting on the enclosed rules is no later than 10/17/2013. If a meeting is  
called, the subcommittee must hold the meeting within forty-two (42) days of receipt of the rules analysis  
from Legislative Services. The final date to hold a meeting on the enclosed rules is 11/14/2013.

The germane joint subcommittee may request a statement of economic impact with respect to a  
proposed rule by notifying Research and Legislation. There is no time limit on requesting this statement,  
and it may be requested whether or not a meeting on the proposed rule is called or after a meeting has  
been held.

To notify Research and Legislation, call 334-4845, or send a written request to the address on the  
memorandum attached below.



Jeff Youtz  
Director

# Legislative Services Office Idaho State Legislature

*Serving Idaho's Citizen Legislature*

## MEMORANDUM

**TO:** Rules Review Subcommittee of the Senate Health & Welfare Committee and the House Health & Welfare Committee  
**FROM:** Senior Legislative Research Analyst - Ryan Bush  
**DATE:** September 27, 2013  
**SUBJECT:** Department of Health and Welfare - Alcohol & Substance Use Disorders

IDAPA 16.07.17 - Rules Pertaining To Alcohol & Substance Use Disorders Services (Docket No. 16-0717-1301)

IDAPA 16.07.20 - Rules Pertaining To Alcohol & Substance Use Disorders Treatment & Recovery Support Services Facilities & Programs (Docket No. 16-0720-1301)

**(1) 16.07.17 - Rules Pertaining To Alcohol & Substance Use Disorders Services (Docket No. 16-0717-1301)**

The Department of Health and Welfare submits notice of proposed rulemaking at IDAPA 16.07.17 - Rules Pertaining To Alcohol & Substance Use Disorders Services. The Department states that the proposed rule provides an administrative review on a case-by-case basis for those who do not receive a criminal history clearance to request a waiver and provides for this waiver to help establish a peer recovery system for providers of alcohol and substance use disorders services (SUD). The Department further states that it has received complaints from SUD service providers regarding the current rule as it negatively impacts their workforce and ability to provide treatment services. The Department believes that this rule protects the client and acknowledges those who have been successful in their recovery by allowing them to work in the treatment field. Specifically, this rulemaking accomplishes the following:

- (1) Revises the list of those who must comply with criminal history and background checks;
- (2) Establishes new procedures and availability to work for those who submit to a criminal history and background check;
- (3) Provides for a waiver of criminal history and background check for an individual who receives a denial;
- (4) Designates crimes for which no waiver will be granted;
- (5) Provides an administrative review for a waiver and the process and factors to be considered for such review;
- (6) Provides for employer responsibility; and

Mike Nugent, Manager  
Research & Legislation

Cathy Holland-Smith, Manager  
Budget & Policy Analysis

April Renfro, Manager  
Legislative Audits

Glenn Harris, Manager  
Information Technology

(7) Provides a definition for "Good Cause."

The Department states that negotiated rulemaking was conducted and a Notice of Intent to Promulgate Rules was published in the April edition of the Idaho Administrative Bulletin. A public meeting was held in Boise on September 10 with videoconferencing available at each of the Department's regional offices.

The proposed rule appears to be within the statutory authority granted to the Department in Sections 39-4605 and 56-202(b), Idaho Code.

**(2) 16.07.20 - Rules Pertaining To Alcohol & Substance Use Disorders Treatment & Recovery Support Services Facilities & Programs (Docket No. 16-0720-1301)**

The Department of Health and Welfare submits notice of proposed rulemaking at IDAPA 16.07.20 - Rules Pertaining To Alcohol & Substance Use Disorders Treatment & Recovery Support Services Facilities & Programs. The Department states that the proposed rule provides an administrative review on a case-by-case basis for those who do not receive a criminal history clearance to request a waiver and provides for this waiver to help establish a peer recovery system for providers of alcohol and substance use disorders services (SUD). The Department further states that it has received complaints from SUD service providers regarding the current rule as it negatively impacts their workforce and ability to provide treatment services. The Department believes that this rule protects the client and acknowledges those who have been successful in their recovery by allowing them to work in the treatment field. Specifically, this rulemaking accomplishes the following:

- (1) Revises the list of those who must comply with criminal history and background checks;
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- (3) Provides for a waiver of criminal history and background check for an individual who receives a denial;
- (4) Designates crimes for which no waiver will be granted;
- (5) Provides an administrative review for a waiver and the process and factors to be considered for such review;
- (6) Provides for employer responsibility; and
- (7) Provides a definition for "Good Cause."

The Department states that negotiated rulemaking was conducted and a Notice of Intent to Promulgate Rules was published in the April edition of the Idaho Administrative Bulletin. A public meeting was held in Boise on September 10 with videoconferencing available at each of the Department's regional offices.

The proposed rule appears to be within the statutory authority granted to the Department in Sections 39-4605 and 56-202(b), Idaho Code.

cc: Department of Health and Welfare  
Tamara Prisock  
Treena Clark

**IDAPA 16 - DEPARTMENT OF HEALTH AND WELFARE  
16.07.17 - ALCOHOL AND SUBSTANCE USE DISORDERS SERVICES**

**DOCKET NO. 16-0717-1301**

**NOTICE OF RULEMAKING - PROPOSED RULE**

**AUTHORITY:** In compliance with Section 67-5221(1), Idaho Code, notice is hereby given that this agency has initiated proposed rulemaking procedures. The action is authorized pursuant to Sections 39-4605, Idaho Code.

**PUBLIC HEARING SCHEDULE:** Public hearings concerning this rulemaking will be held as follows:

<p><b>*ORIGINATING LOCATION -- LIVE MEETING*</b>  <b>Tuesday, September 10, 2013</b>  <b>12:30 - 2:30 pm (PDT) -- 1:30 - 3:30 pm (MDT)</b></p>
<p><b>Idaho Department of Health and Welfare, Central Office</b>  <b>Conference Room 3A (3rd floor)</b>  <b>450 West State Street</b>  <b>Boise, ID 83702</b></p>

<b>*VIDEOCONFERENCE LOCATIONS*</b>	
<p><b>Region I Office – Coeur d’Alene</b>  <b>Main Conference Room</b>  <b>2195 Ironwood Court</b>  <b>Coeur d’Alene, ID 83814</b></p>	<p><b>Region II Office – Lewiston</b>  <b>1st Floor Conference Rm.</b>  <b>1118 “F” Street</b>  <b>Lewiston, ID 83501</b></p>
<p><b>Region III Office – Caldwell</b>  <b>Owyhee Conference Room (Rm. 226)</b>  <b>3402 Franklin Road</b>  <b>Caldwell, ID 83605</b></p>	<p><b>Region IV Office – Boise</b>  <b>Room 142</b>  <b>1720 Westgate Drive, Suite A</b>  <b>Boise, ID 83704</b></p>
<p><b>Region V Office – Twin Falls</b>  <b>Room 116</b>  <b>823 Harrison</b>  <b>Twin Falls, ID 83301</b></p>	<p><b>Region VI Office – Pocatello</b>  <b>Room 225</b>  <b>421 Memorial Drive</b>  <b>Pocatello, ID 83201</b></p>
<p><b>Region VII Office – Idaho Falls</b>  <b>Conference Room 240</b>  <b>150 Shoup Ave.</b>  <b>Idaho Falls, ID 83402</b></p>	

The hearing site(s) will be accessible to persons with disabilities. Requests for accommodation must be made not later than five (5) days prior to the hearing, to the agency address below.

**DESCRIPTIVE SUMMARY:** The following is a nontechnical explanation of the substance and purpose of the proposed rulemaking:

The Division of Behavioral Health (DBH) is currently working on building a peer recovery system and one issue that has come up as a barrier in Idaho is the requirement around criminal history and background checks. The current requirement does not work for the services that are being provided nor does it fit the model of recovery services that is being promoted. DBH has received complaints from SUD service providers regarding the current rule as it negatively impacts their workforce and ability to provide treatment services.

DBH has negotiated with providers and other interested parties to develop a criminal history and background check rule that both protects the client and acknowledges those who have been successful in their recovery by allowing them to work in the treatment field. The text of these proposed rule changes provides an administrative review on a case-by-case basis for individuals who do not receive a criminal history clearance to request a waiver. These rules provide for this waiver to help establish a peer recovery system for providers of alcohol and substance use disorders services.

**FEE SUMMARY:** The following is a specific description of the fee or charge imposed or increased: N/A

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

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

**NEGOTIATED RULEMAKING:** Pursuant to Section 67-5220(1), Idaho Code, negotiated rulemaking was conducted. The Notice of Intent to Promulgate Rules - Negotiated Rulemaking was published in the April 3, 2013, Idaho Administrative Bulletin, [Vol. 13-4, pages 15 and 16](#), under Docket No. 16-0720-1301.

**INCORPORATION BY REFERENCE:** No materials are being incorporated by reference into these rules.

**ASSISTANCE ON TECHNICAL QUESTIONS, SUBMISSION OF WRITTEN COMMENTS:** For assistance on technical questions concerning the proposed rule, contact Treena Clark at (208) 364-6611.

Anyone may submit written comments regarding this proposed rulemaking. All written comments must be directed to the undersigned and must be delivered on or before September 25, 2013.

DATED this 1st day of August, 2013.

Tamara Prisock  
DHW - Administrative Procedures Section  
450 W. State Street - 10th Floor  
P.O. Box 83720  
Boise, ID 83720-0036  
phone: (208) 334-5564; fax (208) 334-6558  
e-mail: [dhwrules@dhw.idaho.gov](mailto:dhwrules@dhw.idaho.gov)

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**THE FOLLOWING IS THE PROPOSED TEXT OF DOCKET NO. 16-0717-1301**

**009. CRIMINAL HISTORY AND BACKGROUND CHECK REQUIREMENTS.**

**01. Compliance With Department Criminal History and Background Check.** All ~~current Department owners, operators,~~ employees, ~~applicants,~~ transfers, reinstated former employees, student interns, ~~contractors, and employees,~~ volunteers, ~~and others assigned to programs that involve~~ who provide direct contact with children or vulnerable adults as described in Section 39-5302, Idaho Code, care or services, or whose position requires regular contact with clients, must comply with the provisions in IDAPA 16.05.06, "Criminal History and Background Checks." (5-8-09)( )

**02. Availability to Work or Provide Service.** ~~Certain individuals are allowed to provide services after the self-declaration is completed as provided in Section 56-1004A, Idaho Code, except when they have disclosed a designated crime listed in IDAPA 16.05.06, "Criminal History and Background Checks." The criminal history check requirements applicable to each provider type are found in the rules that state the qualifications or certification of those providers. An individual listed in Subsection 009.01 of these rules is available to work on a provisional basis at the discretion of the employer or agency once the individual has submitted his criminal history and background check application, it has been signed and notarized, reviewed by the employer or agency, and no disqualifying crimes or relevant records are disclosed on the application. An individual must be fingerprinted within twenty-one (21) days of submitting his criminal history and background check application.~~ (5-8-09)( )

**a.** An individual is allowed to work or have access to clients only under supervision until the criminal history and background check is completed. ( )

**b.** An individual, who does not receive a criminal history and background check clearance or a waiver granted under the provisions in this chapter, may not provide direct care or services, or serve in a position that requires regular contact with clients in an alcohol and substance use disorders treatment and recovery support services program. ( )

**03. Waiver of Criminal History and Background Check Denial.** An individual who receives a conditional or unconditional denial for a criminal history and background check, may apply for a waiver to provide direct care or services, or serve in a position that requires regular contact with clients in an alcohol and substance use disorders treatment and recovery support services program. A waiver may be granted on a case-by-case basis upon administrative review by the Department of any underlying facts and circumstances in each individual case. A waiver will not be granted for crimes listed in Subsection 009.04 of this rule. ( )

**04. No Waiver for Certain Designated Crimes.** No waiver will be granted by the Department for any of the following designated crimes or substantially conforming foreign criminal violations: ( )

**a.** Forcible sexual penetration by use of a foreign object, as defined in Section 18-6608, Idaho Code; ( )

**b.** Incest, as defined in Section 18-6602, Idaho Code; ( )

**c.** Lewd conduct with a minor, as defined in Section 18-1508, Idaho Code; ( )

**d.** Murder in any degree or assault with intent to commit murder, as defined in Sections 18-4001, 18-4003, and 18-4015, Idaho Code; ( )

**e.** Possession of sexually exploitative material, as defined in Section 18-1507A, Idaho Code; ( )

**f.** Rape, as defined in Section 18-6101, Idaho Code; ( )

**g.** Sale or barter of a child, as defined in Section 18-1511, Idaho Code; ( )

**h.** Sexual abuse or exploitation of a child, as defined in Sections 18-1506 and 18-1507, Idaho Code; ( )

- i.** Enticing of children, as defined in Sections 18-1509 and 18-1509A, Idaho Code: ( )
- j.** Inducing individuals under eighteen (18) years of age into prostitution or patronizing a prostitute, as defined in Sections 18-5609 and 18-5611, Idaho Code: ( )
- k.** Any felony punishable by death or life imprisonment; or ( )
- l.** Attempt, conspiracy, accessory after the fact, or aiding and abetting, as defined in Sections 18-205, 18-306, 18-1701, and 19-1430, Idaho Code, to commit any of the disqualifying designated crimes. ( )
- 05.** **Administrative Review.** An administrative review for a waiver may consist of a review of documents and supplemental information provided by the individual, a telephone interview, an in-person interview, or any other review deemed necessary by the Department. The Department may appoint a subcommittee to conduct administrative reviews provided for under Subsections 009.03 through 009.12 of this rule. ( )
- 06.** **Written Request for Administrative Review and Waiver.** A written request for a waiver must be sent to the Administrative Procedures Section, 450 W. State Street, P.O. Box 83720, Boise, Idaho 83720-0026 within fourteen (14) calendar days from the date of the issuance of a denial from the Department's Criminal History Unit. The fourteen (14) day period for submitting a request for a waiver may be extended by the Department for good cause. ( )
- 07.** **Scheduling of Administrative Review.** Upon receipt of a written request for a waiver, the Department will determine the type of administrative review to be held, and conduct the review within thirty (30) business days from the date of receipt. When an in-person review is appropriate, the Department will provide the individual at least seven (7) days notice of the review date. ( )
- 08.** **Factors Considered During Administrative Review.** During the administrative review, the following factors may be considered: ( )
- a.** The severity or nature of the crimes or other findings; ( )
- b.** The period of time since the incidents occurred; ( )
- c.** The number and pattern of incidents being reviewed; ( )
- d.** Circumstances surrounding the incidents that would help determine the risk of repetition; ( )
- e.** The relationship between the incidents and the position sought; ( )
- f.** 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. ( )
- g.** A pardon that was granted by the Governor or the President; ( )
- h.** The falsification or omission of information on the self-declaration form and other supplemental forms submitted; and ( )
- i.** Any other factor deemed relevant to the review. ( )
- 09.** **Administrative Review Decision.** A notice of decision will be issued by the Department within fifteen (15) business days of completion of the administrative review. ( )
- 10.** **Decision to Grant Waiver.** The Department's decision to grant a waiver does not set a precedent for subsequent requests by an individual for a waiver. A waiver granted under this chapter is not a criminal history and background check clearance, and is only applicable to services and programs governed under this chapter. It does not apply to other Department programs requiring clearance of a criminal history and background check. ( )

11. **Revocation of Waiver.** The Department may chose to revoke a waiver at its discretion for circumstances that it identifies as a risk to client health and safety, at any time. ( )

12. **Waiver Decisions Are Not Subject to Review or Appeal.** The decision or actions of the Department concerning a waiver is not subject to review or appeal, administratively or otherwise. ( )

13. **Employer Responsibilities.** A waiver granted by the Department is not a determination of suitability for employment. The employer is responsible for reviewing the results of a criminal history and background check even when a clearance is issued or a waiver is granted. Making a determination as to the ability or risk of the individual to provide direct care services or to serve in a position that requires regular contact with children and vulnerable adults is the responsibility of the employer. ( )

**010. DEFINITIONS - A THROUGH F.**

For the purposes of these rules, the following terms are used as defined below: (5-8-09)

**01. Adolescent.** An individual between the ages of fourteen (14) and eighteen (18). (5-8-09)

**02. Adult.** An individual eighteen (18) years or older. (5-8-09)

**03. Applicant.** An adult or adolescent individual who is seeking alcohol or substance use disorders services through the Department who has completed or had completed on his behalf an application for alcohol or substance use disorder services. (5-8-09)

**04. ASAM PPC-2R.** Refers to the second edition, revised, manual of the patient placement criteria for the treatment of substance-related disorders, published by the American Society of Addiction Medicine. (5-8-09)

**05. Assessment and Referral Services.** A substance use disorders program provides these services in order to treat, provide services, or refer individuals. An assessment is designed to gather and analyze information regarding a client's current substance use disorder behavioral, social, medical, and treatment history. The purpose of the assessment is to provide sufficient information for problem identification and, if appropriate, substance use disorder related treatment or referral. (7-1-13)

**06. Child.** An individual under the age of fourteen (14) years. (7-1-13)

**07. Client.** A person receiving treatment for an alcohol or substance use disorder. The term "client" is synonymous with the terms: patient, resident, consumer, or recipient of treatment. (5-8-09)

**08. Clinical Judgment.** Refers to observations and perceptions based upon education, experience, and clinical assessment. This may include psychometric, behavioral, and clinical interview assessments that are structured, integrated, and then used to reach decisions, individually or collectively, about an individual's functional, mental, and behavioral attributes and alcohol and substance use disorders service needs. (5-8-09)

**09. Clinical Necessity.** Alcohol or substance use disorder services are deemed clinically necessary when the Department, in the exercise of clinical judgment, would recommend services to an applicant for the purpose of evaluating, diagnosing, or treating alcohol or substance use disorders that are: (5-8-09)

**a.** Clinically appropriate, in terms of type, frequency, extent, site and duration, and considered effective for treating the applicant's alcohol or substance use disorder; and (5-8-09)

**b.** Not primarily for the convenience of the applicant or service provider and not more costly than an alternative service or sequence of services and at least as likely to produce equivalent therapeutic or diagnostic results as to the diagnosis or treatment of the applicant's alcohol or substance use disorder. (5-8-09)

**10. Clinical Team.** A proposed client's clinical team may include: qualified clinicians, behavioral health professionals, professionals other than behavioral health professionals, behavioral health technicians and any other individual deemed appropriate and necessary to ensure that the assessment and subsequent treatment is



comprehensive and meets the needs of the proposed client. (5-8-09)

**11. Clinically Managed Low-Intensity Residential Treatment.** Is a program that offers at least five (5) hours per week of outpatient or intensive outpatient treatment services along with a structured recovery environment, staffed twenty-four (24) hours per day, which provides sufficient stability to prevent or minimize relapse or continued use. This level of care is also known as a Halfway House. (5-8-09)

**12. Clinically Managed Medium-Intensity Residential Treatment.** Frequently referred to as residential care, programs provide a structured, twenty-four (24) hour intensive residential program for clients who require treatment services in a highly structured setting. This type of program is appropriate for clients who need concentrated, therapeutic services prior to community residence. Community reintegration of residents in this level of care requires case management activities directed toward networking clients into community-based recovery support services such as housing, vocational services or transportation assistance so that the client is able to attend mutual/self-help meetings or vocational activities after discharge. (5-8-09)

**13. Comprehensive Assessment.** Those procedures by which a substance use disorder clinician evaluates an individual's strengths, weaknesses, problems, needs, and determines priorities so that a service plan can be developed. (7-1-13)

**14. Contracted Intermediary.** A third party contractor of the Department who handles direct contracting with network providers for treatment services to include network management, claims payment, data gathering per Federal and State requirements and census management. (5-8-09)

**15. Department.** The Department of Health and Welfare or a person authorized to act on behalf of the Department. (5-8-09)

**16. Early Intervention Services.** Services that are designed to explore and address problems or risk factors that appear to be related to substance use. (7-1-13)

**17. Emergency.** An emergency exists if an adult or adolescent individual is gravely disabled due to mental illness or substance abuse or dependence or there is a substantial risk that physical harm will be inflicted by the proposed client: (5-8-09)

**a.** Upon his own person, as evidenced by threats or attempts to commit suicide or inflict physical harm on himself; or (5-8-09)

**b.** Upon another person as evidenced by behavior which has caused such harm or which places another person or persons in reasonable fear of sustaining such harm. (5-8-09)

**18. Federal Poverty Guidelines.** Guidelines issued annually by the Federal Department of Health and Human Services establishing the poverty income limits. The federal poverty guidelines for the current year may be found at: <http://aspe.hhs.gov/poverty/>. (5-8-09)

**011. DEFINITIONS - G THROUGH Z.**  
For the purposes of these rules, the following terms are used as defined below: ( )

**01. Good Cause.** A valid and sufficient reason for not complying with the time frame set for submitting a written request for a waiver by an individual who does not receive a criminal history and background check clearance. ( )

**02. Gravely Disabled.** An adult or adolescent who, as a result of mental illness or substance abuse or dependence, is in danger of serious physical harm due to the person's inability to provide for any of his basic needs for nourishment, or essential medical care, or shelter or safety. (5-8-09)

**03. Individualized Service Plan.** A written action plan based on an intake eligibility screening and full clinical assessment, that identifies the applicant's clinical needs, the strategy for providing services to meet those needs, treatment goals and objectives and the criteria for terminating the specified interventions. (7-1-13)

**2404. Intake Eligibility Screening.** The collection of data, analysis, and review, which the Department, or its designee, uses to screen and determine whether an applicant is eligible for adult or adolescent alcohol or substance use disorder services available through the Department. (5-8-09)

**2205. Intensive Outpatient Services.** An organized service delivered by addiction professionals or addiction-credentialed clinicians, which provides a planned regimen of treatment consisting of regularly scheduled sessions within a structured program, for a minimum of nine (9) hours of treatment per week for adults and six (6) hours of treatment per week for adolescents. (5-8-09)

**2306. Medically Monitored Detoxification.** Means medically supervised twenty-four (24) hour care for patients who require hospitalization for treatment of acute alcohol intoxication or withdrawal, from one (1) or more other substances of abuse, and other medical conditions which together warrant treatment in this type of setting. Length of stay varies depending on the severity of the disease and withdrawal symptoms. (7-1-13)

**2407. Medically Monitored Inpatient Treatment.** Medically supervised twenty-four (24) hour care for patients requiring hospitalization and treatment services. Medically monitored inpatient treatment provides treatment services and access to full range of services offered by the hospital. (7-1-13)

**2508. Network Treatment Provider.** A treatment provider who has facility approval through the Department and is contracted with the Department's Management Service Contractor. A list of network providers can be found at the Department's website given in Section 005 of these rules. The list is also available by calling these telephone numbers: 1 (800) 922-3406; or dialing 211. (5-8-09)

**2609. Opioid Replacement Outpatient Services.** This service is specifically offered to a client who has opioids as his substance use disorder. Services are offered under the guidelines of a federally accredited program. (7-1-13)

**2710. Outpatient Services.** An organized non-residential service, delivered in a variety of settings, in which addiction treatment personnel provide professionally directed evaluation and treatment for alcohol and substance use disorders. (5-8-09)

**2811. Priority Population.** Priority populations are populations who receive services ahead of other persons and are determined yearly by the Department based on federal regulations. A current list of the priority population is available from the Department. (7-1-13)

**2912. Recovery Support Services.** These services include: safe and sober housing that is staffed; transportation; child care; family education; life skills education; marriage education; drug testing; peer to peer mentoring; and case management. (5-8-09)

**3013. Residential Social Detoxification.** Means a medically supported twenty-four (24) hour, social rehabilitation residential program which provides physical care, education, and counseling as appropriate for the client's health and safety during his process of physical withdrawal from acute alcohol intoxication or withdrawal, or from one or more other substances of abuse. Social detoxification provides access into care and treatment of alcohol or substance use disorders through monitored withdrawal, evaluation of present or potential alcohol or substance dependency and other physical ailments, and intervention into the progression of the disease through timely utilization of resources. Length of stay in a social detoxification program varies from three (3) to seven (7) days depending on the severity of the disease and withdrawal symptoms. (5-8-09)

**314. Sliding Fee Scale.** A scale used to determine an individual's cost for services based on Federal Poverty Guidelines and found in IDAPA 16.07.01, "Behavioral Health Sliding Fee Schedules." (5-8-09)

**3215. Substance Dependence.** Substance dependence is marked by a cluster of cognitive, behavioral, and physiological symptoms indicating that the individual continues to use alcohol or other drugs despite significant related problems. The cluster of symptoms can include: tolerance; withdrawal or use of a substance in larger amounts or over a longer period of time than intended; persistent desire or unsuccessful efforts to cut down or control substance use; a great deal of time spent in activities related to obtaining or using substances or to recover from their

effects; relinquishing important social, occupational or recreational activities because of substance use; and continuing alcohol or drug use despite knowledge of having a persistent or recurrent physical or psychological problem that is likely to have been cause or exacerbated by such use as defined in the DSM-IV-TR. (5-8-09)

**3316. Substance-Related Disorders.** Substance-related disorders include disorders related to the taking of alcohol or another drug of abuse, to the side effects of a medication and to toxin exposures. They are divided into two (2) groups: the Substance Use Disorders and the Substance-Induced Disorders as defined in the DSM-IV-TR. (5-8-09)

**3417. Substance Use Disorder.** Includes Substance Dependence and Substance Abuse, according to the DSM-IV-TR. Substance Use Disorders are one (1) of two (2) subgroups of the broader diagnostic category of Substance-Related Disorders. (5-8-09)

**3518. Substantial Material Change in Circumstances.** A substantial and material change in circumstances which renders the Department's decision denying alcohol and substance use disorders services arbitrary and capricious. (5-8-09)

**0142. -- 099. (RESERVED)**

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

**16.07.20 - ALCOHOL AND SUBSTANCE USE DISORDERS TREATMENT AND RECOVERY  
SUPPORT SERVICES FACILITIES AND PROGRAMS**

**DOCKET NO. 16-0720-1301**

**NOTICE OF RULEMAKING - PROPOSED RULE**

**AUTHORITY:** In compliance with Section 67-5221(1), Idaho Code, notice is hereby given that this agency has initiated proposed rulemaking procedures. The action is authorized pursuant to Sections 39-4605, Idaho Code.

**PUBLIC HEARING SCHEDULE:** Public hearings concerning this rulemaking will be held as follows:

**\*ORIGINATING LOCATION -- LIVE MEETING\***

**Tuesday, September 10, 2013**

**12:30 - 2:30 pm (PDT) -- 1:30 - 3:30 pm (MDT)**

**Idaho Department of Health and Welfare, Central Office  
Conference Room 3A (3rd floor)  
450 West State Street  
Boise, ID 83702**

**\*VIDEOCONFERENCE LOCATIONS\***

<b>Region I Office – Coeur d’Alene Main Conference Room 2195 Ironwood Court Coeur d’Alene, ID 83814</b>	<b>Region II Office – Lewiston 1st Floor Conference Rm. 1118 ‘F’ Street Lewiston, ID 83501</b>
<b>Region III Office – Caldwell Owyhee Conference Room (Rm. 226) 3402 Franklin Road Caldwell, ID 83605</b>	<b>Region IV Office – Boise Room 142 1720 Westgate Drive, Suite A Boise, ID 83704</b>
<b>Region V Office – Twin Falls Room 116 823 Harrison Twin Falls, ID 83301</b>	<b>Region VI Office – Pocatello Room 225 421 Memorial Drive Pocatello, ID 83201</b>
<b>Region VII Office – Idaho Falls Conference Room 240 150 Shoup Ave. Idaho Falls, ID 83402</b>	

The hearing site(s) will be accessible to persons with disabilities. Requests for accommodation must be made not later than five (5) days prior to the hearing, to the agency address below.

**DESCRIPTIVE SUMMARY:** The following is a nontechnical explanation of the substance and purpose of the proposed rulemaking:

The Division of Behavioral Health (DBH) is currently working on building a peer recovery system and one issue that has come up as a barrier in Idaho is the requirement around criminal history and background checks. The current requirement does not work for the services that are being provided nor does it fit the model of recovery services that is being promoted. DBH has received complaints from SUD treatment providers regarding the current rule as it negatively impacts their workforce and ability to provide treatment services.

DBH has negotiated with providers and other interested parties to develop a criminal history and background check rule that both protects the client and acknowledges those who have been successful in their recovery by allowing them to work in the treatment field. The text of these proposed rule changes provides an administrative review on a case-by-case basis for individuals who do not receive a criminal history clearance to request a waiver. These rules provide for this waiver to help establish a peer recovery system for providers of alcohol and substance use disorders treatment and recovery programs.

**FEE SUMMARY:** The following is a specific description of the fee or charge imposed or increased: None.

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

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

**NEGOTIATED RULEMAKING:** Pursuant to Section 67-5220(1), Idaho Code, negotiated rulemaking was conducted. The Notice of Intent to Promulgate Rules - Negotiated Rulemaking was published in the April 3, 2013, Idaho Administrative Bulletin, [Vol. 13-4, pages 15 and 16](#).

**INCORPORATION BY REFERENCE:** No materials are being incorporated by reference into these rules.

**ASSISTANCE ON TECHNICAL QUESTIONS, SUBMISSION OF WRITTEN COMMENTS:** For assistance on technical questions concerning the proposed rule, contact Treena Clark at (208) 364-6611.

Anyone may submit written comments regarding this proposed rulemaking. All written comments must be directed to the undersigned and must be delivered on or before September 25, 2013.

DATED this 1st day of August, 2013.

Tamara Prisock  
DHW - Administrative Procedures Section  
450 W. State Street - 10th Floor  
P.O. Box 83720  
Boise, ID 83720-0036  
phone: (208) 334-5564; fax (208) 334-6558  
e-mail: [dhwrules@dhw.idaho.gov](mailto:dhwrules@dhw.idaho.gov)

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**THE FOLLOWING IS THE PROPOSED TEXT OF DOCKET NO. 16-0720-1301**

**009. CRIMINAL HISTORY AND BACKGROUND CHECK REQUIREMENTS.**

**01. Criminal History and Background Check.** All owners, operators, employees, transfers, reinstated former employees, student interns, contractors and volunteers hired or contracted with after May 1, 2010, who provide direct care or services, or have direct whose position requires regular contact with clients access, must comply with the provisions of IDAPA 16.05.06, “Criminal History and Background Checks.” (5-1-10)( )

**02. Availability to Work.** An individual listed in Subsection 009.01 of these rules is available to work on a provisional basis at the discretion of the employer or agency once the individual has submitted his criminal history and background check application, it has been signed and notarized, reviewed by the employer or agency, and no disqualifying crimes or relevant records are disclosed on the application. An individual must be fingerprinted within twenty-one (21) days of submitting his criminal history and background check application. ( )

**a.** An individual is allowed to work or have access to clients only under supervision until the criminal history and background check is completed. (5-1-10)( )

**b.** An individual, who does not receive a criminal history and background check clearance or a waiver granted under the provisions in this chapter, may not provide direct care or services, or serve in a position that requires regular contact with clients in an alcohol and substance use disorders treatment and recovery support services program. ( )

**03. Waiver of Criminal History and Background Check Denial.** An individual who receives a conditional or unconditional denial for a criminal history and background check, may apply for a waiver to provide direct care or services, or serve in a position that requires regular contact with clients in an alcohol and substance use disorders treatment and recovery support services program. A waiver may be granted on a case-by-case basis upon administrative review by the Department of any underlying facts and circumstances in each individual case. A waiver will not be granted for crimes listed in Subsection 009.04 of this rule. ( )

**04. No Waiver for Certain Designated Crimes.** No waiver will be granted by the Department for any of the following designated crimes or substantially conforming foreign criminal violations: ( )

- a.** Forcible sexual penetration by use of a foreign object, as defined in Section 18-6608, Idaho Code; ( )
- b.** Incest, as defined in Section 18-6602, Idaho Code; ( )
- c.** Lewd conduct with a minor, as defined in Section 18-1508, Idaho Code; ( )
- d.** Murder in any degree or assault with intent to commit murder, as defined in Sections 18-4001, 18-4003, and 18-4015, Idaho Code; ( )
- e.** Possession of sexually exploitative material, as defined in Section 18-1507A, Idaho Code; ( )
- f.** Rape, as defined in Section 18-6101, Idaho Code; ( )
- g.** Sale or barter of a child, as defined in Section 18-1511, Idaho Code; ( )
- h.** Sexual abuse or exploitation of a child, as defined in Sections 18-1506 and 18-1507, Idaho Code; ( )
- i.** Enticing of children, as defined in Sections 18-1509 and 18-1509A, Idaho Code; ( )
- j.** Inducing individuals under eighteen (18) years of age into prostitution or patronizing a prostitute, as defined in Sections 18-5609 and 18-5611, Idaho Code; ( )

- k.** Any felony punishable by death or life imprisonment; or ( )
- l.** Attempt, conspiracy, accessory after the fact, or aiding and abetting, as defined in Sections 18-205, 18-306, 18-1701, and 19-1430, Idaho Code, to commit any of the disqualifying designated crimes. ( )
- 05.** **Administrative Review.** An administrative review for a waiver may consist of a review of documents and supplemental information provided by the individual, a telephone interview, an in-person interview, or any other review deemed necessary by the Department. The Department may appoint a subcommittee to conduct administrative reviews provided for under Subsections 009.03 through 009.12 of this rule. ( )
- 06.** **Written Request for Administrative Review and Waiver.** A written request for a waiver must be sent to the Administrative Procedures Section, 450 W. State Street, P.O. Box 83720, Boise, Idaho 83720-0026 within fourteen (14) calendar days from the date of the issuance of a denial from the Department's Criminal History Unit. The fourteen (14) day period for submitting a request for a waiver may be extended by the Department for good cause. ( )
- 07.** **Scheduling of Administrative Review.** Upon receipt of a written request for a waiver, the Department will determine the type of administrative review to be held, and conduct the review within thirty (30) business days from the date of receipt. When an in-person review is appropriate, the Department will provide the individual at least seven (7) days notice of the review date. ( )
- 08.** **Factors Considered During Administrative Review.** During the administrative review, the following factors may be considered: ( )
- a.** The severity or nature of the crimes or other findings; ( )
- b.** The period of time since the incidents occurred; ( )
- c.** The number and pattern of incidents being reviewed; ( )
- d.** Circumstances surrounding the incidents that would help determine the risk of repetition; ( )
- e.** The relationship between the incidents and the position sought; ( )
- f.** 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. ( )
- g.** A pardon that was granted by the Governor or the President; ( )
- h.** The falsification or omission of information on the self-declaration form and other supplemental forms submitted; and ( )
- i.** Any other factor deemed relevant to the review. ( )
- 09.** **Administrative Review Decision.** A notice of decision will be issued by the Department within fifteen (15) business days of completion of the administrative review. ( )
- 10.** **Decision to Grant Waiver.** The Department's decision to grant a waiver does not set a precedent for subsequent requests by an individual for a waiver. A waiver granted under this chapter is not a criminal history and background check clearance, and is only applicable to services and programs governed under this chapter. It does not apply to other Department programs requiring clearance of a criminal history and background check. ( )
- 11.** **Revocation of Waiver.** The Department may chose to revoke a waiver at its discretion for circumstances that it identifies as a risk to client health and safety, at any time. ( )
- 12.** **Waiver Decisions Are Not Subject to Review or Appeal.** The decision or actions of the

Department concerning a waiver is not subject to review or appeal, administratively or otherwise. ( )

13. Employer Responsibilities. A waiver granted by the Department is not a determination of suitability for employment. The employer is responsible for reviewing the results of a criminal history and background check even when a clearance is issued or a waiver is granted. Making a determination as to the ability or risk of the individual to provide direct care services or to serve in a position that requires regular contact with children and vulnerable adults is the responsibility of the employer. ( )

(BREAK IN CONTINUITY OF SECTIONS)

**011. DEFINITIONS - D THROUGH H.**

For the purposes of these rules, the following terms are used. (5-1-10)

**01. Department.** The Idaho Department of Health and Welfare. (5-1-10)

**02. Detoxification Services.** Services necessary to monitor individuals who are undergoing the systematic reduction of a toxic agent from the body during withdrawal. (5-1-10)

~~03. Direct Client Access. Direct client access means an employee, contractor, or volunteer who has accessibility to a client.~~ (5-1-10)

**043. Director.** The Director of the Department of Health and Welfare or his designee. (5-1-10)

**054. Discharge.** The point at which the client's active involvement in treatment or recovery support services is terminated and the program no longer maintains active responsibility for the care of the client. (5-1-10)

**065. Discharge Summary.** A document written by the client's provider upon discharge from treatment and contains a summary of the following: (5-1-10)

a. Client status at discharge; (5-1-10)

b. Treatment progress; (5-1-10)

c. Summaries of services to be provided after discharge; and (7-1-13)

d. Referrals for further treatment. (5-1-10)

**076. Early Intervention Services.** Services that are designed to explore and address problems or risk factors that appear to be related to substance use. (7-1-13)

**087. Education.** Strategies that teach people critical information about alcohol and other drugs and the physical, emotional, and social consequences of their use. (5-1-10)

**098. Executive Director.** The individual who is responsible for the overall management of the program or facility. The executive director is appointed by the governing body to act on its behalf. The term "executive director" is synonymous with the terms "administrator," "director," "superintendent," "president," "vice-president," and "executive vice-president." (5-1-10)

~~109. Facility/location.~~ The individual building or buildings, including furnishings and fixtures, or locations where persons with alcohol or substance use disorders receive services. The term "facility" is synonymous with office, clinic, or physical plant. (5-1-10)

10. Good Cause. A valid and sufficient reason for not complying with the time frame set for submitting a written request for a waiver by an individual who does not receive a criminal history and background



check clearance. ( )

**11. Governing Body.** The individual or individuals, board of directors, group, or agency that has ultimate authority and responsibility for the overall operation of an alcohol and substance use disorders treatment or recovery support services facility or program and for full compliance with these rules and minimum standards. (5-1-10)

**12. Group Counseling.** The application of formal counseling techniques involving interaction among members of a group of clients. (5-1-10)

**13. Guardian.** (5-1-10)

**a.** Under Title 15, Chapter 5, Part 2, Idaho Code, an individual who has been appointed by a court of law to have and exercise the powers and responsibilities of a parent who has not been deprived of custody of his minor and unemancipated child; (5-1-10)

**b.** Under Title 66, Chapter 3 and 4, Idaho Code, an individual who has been appointed by a court of law to have and exercise the powers and responsibilities of a guardian for a person who is mentally ill or with a developmental disability; or (5-1-10)

**c.** Under Title 15, Chapter 5, Part 3, Idaho Code, an individual who has been appointed by a court of law to assist any incapacitated person to the extent that he lacks sufficient understanding or capacity to make or communicate responsible decisions concerning his person. (5-1-10)

**(BREAK IN CONTINUITY OF SECTIONS)**

**138. JOINT COMMISSION OR CARF ACCREDITATION.**

The Department may approve programs or renew a program's certificate of approval based upon Joint Commission or CARF accreditation under the following conditions: (5-1-10)( )

**01. Organization Chart Verifying Staffing Credentials.** Organization chart with verification that staff meet minimum credential or certification standards: (5-1-10)( )

**02. Criminal History and Background Checks.** Satisfactory evidence that the owner, applicant, person proposed as executive director, ~~and all~~ employees, transfers, reinstated former employees, student interns, contractors, and volunteers, ~~and any other persons hired or contracted with after May 1, 2010~~, who provide direct care or services, or have access to whose position requires regular contact with clients, have ~~successfully passed~~ received a criminal history and background check clearance, or have a waiver as described in Section 009 of these rules: (5-1-10)( )

**03. Tuberculosis Testing.** The personnel policies and procedures must establish tuberculosis testing requirements. All staff members, volunteers, and trainees, must have upon employment, or engagement, and every three (3) years thereafter, a tuberculin skin test by the Mantoux method, or a blood test for tuberculosis infection. Staff members, volunteers, and trainees who are known to be a positive reactor may have a tuberculosis blood test or chest x-ray examination in lieu of a required tuberculin skin test. Personnel who have active tuberculosis must be restricted from employment and attendance at the facility until it is determined by a treating physician that the tuberculosis is non-infectious. Results of the testing must be documented in personnel record: and (7-1-13)( )

**04. Application Fee.** Payment of non-refundable application or renewal fee as described in Sections 130 and 135 of these rules. (5-1-10)

**(BREAK IN CONTINUITY OF SECTIONS)**

**210. PERSONNEL POLICIES AND PROCEDURES.**

All alcohol and substance use disorders treatment or recovery support services programs must have and adhere to personnel policies and procedures that meet the following standards: (5-1-10)

**01. Required Personnel Policies and Procedures.** Personnel policies and procedures must be developed, adopted and maintained to promote the objectives of the program and provide for a sufficient number of qualified substance use disorders professionals, treatment and support staff to render the services of the program and provide quality care during all hours of operation. (5-1-10)

**a.** All personnel policies must be written, reviewed on an annual basis by the executive director and governing body, and signed and dated when reviewed or revised. (5-1-10)

**b.** The personnel policies must include procedures for recruiting, selecting, promoting and terminating staff. (5-1-10)

**c.** The personnel policies and procedures must apply to all employees, but may differ with respect to job classifications. (5-1-10)

**d.** The personnel policies and procedures must include information on the following: (5-1-10)

i. Employee benefits; (5-1-10)

ii. Recruitment and promotion; (5-1-10)

iii. Orientation; (5-1-10)

iv. Training and staff development; (5-1-10)

v. Employee grievances; (5-1-10)

vi. Safety and employee injuries; (5-1-10)

vii. Relationships with employee organizations; (5-1-10)

viii. Disciplinary systems; (5-1-10)

ix. Suspension and termination mechanisms; (5-1-10)

x. Wages, hours and salary administration; (5-1-10)

xi. Rules of conduct; (5-1-10)

xii. Lines of authority; and (5-1-10)

xiii. Performance appraisals and evaluation schedule. (5-1-10)

**e.** The personnel policies and procedures must include a mechanism for determining that all personnel are capable of performing assigned tasks. (5-1-10)

**f.** The personnel policies and procedures must ensure that personnel who have a communicable disease, infectious wound or other transmittable condition and who provide care or services to clients or have access to clients are required to implement protective infection control techniques in accordance with these rules. If protective infection control techniques are not implemented, personnel who have a communicable disease, infectious wound or other transmittable condition must not work until the infectious state is corrected and non-infectious; or be reassigned to other areas where contact with others is not expected and the likelihood of transmission of infection is absent; or seek other remedies that will avoid spreading the infection. (5-1-10)

- g.** The personnel policies and procedures must describe methods and procedures for supervising all personnel, including volunteers and students. (5-1-10)
- h.** The personnel policies and procedures must assure confidentiality of personnel records and specify who has access to personnel information. (5-1-10)
- i.** There must be documentation to verify that the policies and procedures are made available to and discussed with each employee at the time of hire and are made available to others upon request. (5-1-10)
- j.** A mechanism must be established for notifying employees of changes in the policies and procedures. (5-1-10)
- k.** The personnel policies and procedures must establish tuberculosis testing requirements for all staff members. Each employee must have upon employment, and every three (3) years thereafter, a tuberculin skin test by the Mantoux method, or tuberculosis blood test. An employee who is known to be a positive reactor may have a tuberculosis blood test or chest x-ray examination in lieu of a required tuberculin skin test. Personnel who have active tuberculosis must be restricted from employment and attendance at the facility until it is determined by a treating physician that the tuberculosis is non-infectious. Results of the testing must be documented in personnel record. (7-1-13)
- l.** The personnel policies and procedures must establish the requirement for CPR training and basic first aid training. A minimum of one (1) CPR and First Aid trained staff must be onsite during business hours. Staff responsible for client care must complete this training within ninety (90) days of employment. Additionally, the policies and procedures must establish the methods for renewal of CPR and first aid certification so that they remain current at all times. (5-1-10)
- m.** The personnel policies and procedures must establish the provision for criminal history background checks for all employees as described in Section 009 of these rules. (5-1-10)
- n.** The personnel policies and procedures must establish the provision of clinical supervision. (5-1-10)
- o.** Policy and procedures must be written that establish a drug free workplace. (5-1-10)
- 02. Hiring Practices.** Hiring practices must be specified in the written policies and procedures and must be consistent with the needs of the program and its services. (5-1-10)
- a.** The selection of personnel must be based on criteria that are demonstrably related to the job under consideration. (5-1-10)
- b.** Qualified substance use disorders professional staff must participate in determining what training, experience, and demonstrated competence will be required for assuming specific clinical service responsibility. (5-1-10)
- c.** There must be documentation to verify that qualified substance use disorders professionals meet all federal, state and local requirements for licensure, registration or certification. (5-1-10)
- 03. Equal Employment Opportunity.** No alcohol and substance use disorders treatment or recovery support services program approved under these rules will discriminate on the basis of race, creed, color, religion, age, gender, national origin, veteran, or disability, except in those instances where bona fide occupational qualifications exist. (5-1-10)
- 04. Responsible Staff Member to Implement Personnel Policies and Procedures.** The executive director must appoint a staff member to implement and coordinate personnel policies and procedures to accomplish the following tasks: (5-1-10)
- a.** Develop a written organizational plan for personnel services; (5-1-10)

- b. Maintain personnel records; (5-1-10)
  - c. Disseminate employment information to staff; (5-1-10)
  - d. Develop staff orientation programs; (5-1-10)
  - e. Implement procedures designed to assure compliance with federal, state and local laws related to employment practices; and (5-1-10)
  - f. Supervise the processing of employment-related forms. (5-1-10)
- 05. Contents of Personnel Record for Each Staff Member.** A personnel record must be kept on each staff member and must contain the following items: (5-1-10)
- a. Application for employment including a record of the employee's education or training and work experience. This may be supplemented by a resume; (5-1-10)
  - b. A written record of all findings from verbal contacts with references, and letters of recommendation; (5-1-10)
  - c. Verification of licensure, certification, registration or renewals; (5-1-10)
  - d. A signed and dated commitment to a code of ethics appropriate for alcohol and substance use disorders treatment staff; (5-1-10)
  - e. Number of hours per pay period, wage and salary information, including all adjustments; (5-1-10)
  - f. Performance appraisals or contract compliance evaluation; (7-1-13)
  - g. Counseling actions; (5-1-10)
  - h. Disciplinary actions; (5-1-10)
  - i. Commendations; (5-1-10)
  - j. Employee incident reports; (5-1-10)
  - k. A Verification of a Department criminal history and background check clearance, or a waiver issued by the Department as described in Section 009 of these rules; ~~(5-1-10)~~ ( )
  - l. Results of tuberculosis testing, treatment taken, including dates of treatment, for tuberculosis infection; (7-1-13)
  - m. Verification of employee and emergency orientation procedures; and (5-1-10)
  - n. Verification of current cardiopulmonary resuscitation (CPR) training and basic first aid training, in accordance with the requirements under Subsection 01.l. of this rule and under Subsections 392.03, 520.03.d., and 520.04. For employees in direct care at Residential Social Detoxification Settings, verification of additional training specific to detoxification prior to being charged with the responsibility of client care. (7-1-13)
- 06. Job Description for a Position in the Program.** For each position in the program, there must be a written job description that specifies the duties and responsibilities of the position and the minimum level of education, training or related work experience required or needed to fulfill it. (5-1-10)
- a. Each job description must specify the following: (5-1-10)

- i. The position title; (5-1-10)
  - ii. The program, department, service, or unit; (5-1-10)
  - iii. Direct supervisor's title; (5-1-10)
  - iv. Positions supervised, if any; (5-1-10)
  - v. Clear descriptions of job functions; and (5-1-10)
  - vi. Clinical, administrative, and procedural responsibility and authority. (5-1-10)
- b.** Each job description must accurately reflect the job and must be revised whenever a change in qualifications, duties, supervision, or any other major job-related factor is made. (5-1-10)
- c.** Each job description must be comprehensive enough to enable a new employee to understand the position, job functions, responsibility, chain-of-command, and authority. (5-1-10)
- d.** Each job description must be sufficiently detailed to serve as a basis for performance appraisals. (5-1-10)
- 07. Performance Appraisals.** Performance appraisals must be conducted and must be related to the job description and job performance. (5-1-10)
- a.** The criteria used to evaluate job performance must be measurable and relate to the skills, knowledge and attitudes that the job requires. (5-1-10)
  - b.** Performance appraisals must be conducted, at a minimum, annually. (5-1-10)
  - c.** Performance appraisals must be in writing. (5-1-10)
  - d.** There must be documentation to verify that the employee has reviewed the evaluation and has had an opportunity to comment on it. The employee must sign the appraisal after review and comments are completed. (5-1-10)
  - e.** The program must develop policies and procedures to follow when there is a serious discrepancy between the staff member's actual job performance and the criteria for an acceptable level of job performance. (5-1-10)