

**DEPARTMENT OF DEVELOPMENTAL SERVICES**  
**LICENSURE AND CERTIFICATION**  
**PROVIDER FOLLOW-UP REPORT**

**Provider:** ALMADAN INC

**Provider Address:** P. O. Box 518 , Amherst

**Name of Person** Shannon Guenette  
**Completing Form:** \_\_\_\_\_

**Date(s) of Review:** 10-NOV-23 to 27-DEC-23

Follow-up Scope and results :		
Service Grouping	Licensure level and duration	# Indicators std. met/ std. rated
Residential and Individual Home Supports	2 Year License	0/0

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**Summary of Ratings**

**Administrative Areas Needing Improvement on Standard not met - Identified by DDS**

<b>Indicator #</b>	L48
<b>Indicator</b>	HRC
<b>Area Need Improvement</b>	The legal expertise member of the agency's human rights committee attended four of the eight meetings held during the past two years with an attendance rate of 50%. The agency needs to ensure members with required expertise are present at human rights committee meetings.
<b>Process Utilized to correct and review indicator</b>	Almadan has updated the By-laws for the HRC to include the ability for members to review and provide input on agenda items ahead of the meeting date if they are unable to attend. This suggested change to the by-laws was reviewed in the meeting on November 14, 2023. There is also the ability for members to schedule a meeting with the coordinator to share any specific feedback on reviewed items prior or after a meeting for feedback to be noted and shared with the committee. The attorney attended the meeting on November 14, 2023.
<b>Status at follow-up</b>	Follow up has been completed and the attorney did attend the most recent meeting on November 14, 2023.
<b>Rating</b>	Met