HOME AND COMMUNITY LIVING ADMINISTRATION (HCLA)

Certification Evaluation Checklist
Children's Residential Habilitation Providers

PROVIDER	DATE

In preparation for your upcoming Children's Residential Habilitation certification evaluation, please have current copies of all applicable items below ready for review by the HCLA-contracted evaluator.

Provider-specific records (if applicable)

- ☐ Children's Residential Habilitation Services in a Staffed Residential Home contract (OHS, E-OHS, and RHDY providers only)
- ☐ Driver's license and automobile insurance for staff transporting clients
- ☐ Background check results letters for all employees, administrators, owners, direct support professionals, volunteers, and any other employees who may have unsupervised access to DDCS clients
- ☐ Current training certificates for CPR, First Aid, and Blood Borne Pathogens
- ☐ Current food worker card
- ☐ Record of at least 12 continuing education credits for the most recent year
- ☐ Completion of 75-hour Training (if contracted after 01/01/2016)
- ☐ Signed copy of DSHS form 10-403, Residential Services Providers and County and Count-Contracted Providers: Mandatory Reporting of Abuse, Neglect, Exploitation, or Abandonment of a Child or Vulnerable Adult
- ☐ Program policies and procedures, and proof of staff training on those policies
- ☐ Staff schedules (specific to locations worked)
- ☐ Water temperature records
- ☐ Infection control practices
- ☐ Fire drill / fire safety requirements
- ☐ **Children's SOLA provider only:** Character, competence, and suitability reviews for staff with non-disqualifying crimes or negative actions on their background check (i.e., Record Review result letters)
- ☐ **E-OHS provider only:** Specialized training completed within 12 months

Client-specific Records (if applicable):

- ☐ Child and Family Engagement Plan
- ☐ RHDY Engagement Plan
- ☐ Individual Instruction and Support Plan
- ☐ Positive Behavior Support Plan
- ☐ Signed services acknowledgment
- ☐ Quarterly Reports
- ☐ Log of client expenses for community inclusion
- ☐ Client contact information
- ☐ Person-Centered Service Plan
- ☐ Service notes
- ☐ Medication refusals
- ☐ Incident reports
- ☐ Property records upon arrival and departure
- ☐ Record of money or gift cards managed by the provider, including intake documentation
- ☐ Medication intake and administration records
- ☐ Nurse delegation records