HOME AND COMMUNITY LIVING ADMINISTRATION (HCLA)

Certification Evaluation Checklist
Enhanced Respite Services for Children

PROVIDER	DATE

In preparation for your upcoming Enhanced Respite Services certification evaluation, please have current copies of all applicable items below ready for review by the HCLA-contracted evaluator.

Provider-specific records (if applicable)

- ☐ Enhanced Respite Services contract
- ☐ Background check results letters for all employees, administrators, owner-administrators, subcontractors, and volunteers who may have unsupervised access to DDCS clients
- ☐ Current training certificates for CPR, First Aid, food worker card, and Blood Borne Pathogens
- ☐ Record of at least 12 continuing education credits for the most recent calendar year
- ☐ Completion of 75-hour Training (if contracted after 01/01/2016)
- ☐ Signed copy of form DSHS 10-403, Residential Services Providers and County and County-Contracted Providers: Mandatory Reporting of Abuse, Neglect, Exploitation, or Abandonment of a Child or Vulnerable Adult
- ☐ Client rights policy and client grievance policy
- ☐ Evacuation plan/emergency food and water supply
- ☐ Staff schedules
- ☐ Water temperature records

Client-specific Records (if applicable):

- ☐ DSHS 10-682, Children's Stabilization Habilitation Plan
- ☐ DSHS 15-595, Children's Stabilization Behavior Intervention Plan
- ☐ Client contact information
- ☐ Person-Centered Service Plan
- ☐ Incident reports
- ☐ Medication intake and administration records
- ☐ Nurse delegation records