HOME AND COMMUNITY LIVING ADMINISTRATION (HCLA)

Certification Evaluation Checklist
Overnight Planned Respite Services Providers

PROVIDER	DATE

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

- ☐ Overnight Planned Respite Services contract
- ☐ 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
- ☐ Character, competence, and suitability reviews for staff with non-disqualifying crimes or negative actions on their background check (i.e., Record Review result letters)
- ☐ Current training certificates for CPR, First Aid, and Blood Borne Pathogens
- ☐ Record of at least 12 continuing education credits for the most recent year
- ☐ Completion of 75-hour Training (if contracted after 01/01/2016)
- ☐ Proof of staff diploma / GED (can be in the form of attestation on job application)
- ☐ Signed copy of DSHS form 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
- ☐ Program policies and procedures, and proof of staff training on those policies
- ☐ Staff schedules
- ☐ Staff payment records and timesheets (specific to locations worked)
- ☐ Water temperature records

Client-specific Records:

- ☐ Overnight Planned Respite Services Individualized Agreement form 10-571 signed by staff prior to working alone with clients
- ☐ Client contact information
- ☐ Person-Centered Service Plan
- ☐ Progress notes
- ☐ 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