Developmental Disabilities Administration (DDA)
State-Operated Community Residential Transitions Program (SOCR-T)

SOCR-T Certification Evaluation Checklist

Provider	Date

In preparation for your upcoming State-Operated Community Residential Transitions Program certification evaluation, please have current copies of all applicable items below ready for review by the DDA-contracted evaluator.

- ☐ Background check results letters for all employees, administrators, owner-administrators, subcontractors, volunteers, and any other employee who may have unsupervised access to a DDA client.
- ☐ Character, competence, and suitability reviews for staff with non-disqualifying crimes or negative actions on their background check (i.e., Record Review result letters)
- ☐ 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 for all staff
- ☐ Staff schedules
- ☐ Water temperature records
- ☐ Training certificates as required per WAC 388-829
  - ☐ 75 hour certificate
  - ☐ 12 hours of continuing education
  - ☐ CPR and First Aid Training
  - ☐ Blood-borne pathogens

Client-specific Records:

- ☐ Client contact information
- ☐ Client's daily schedule
- ☐ Functional Assessment and Positive Behavior Support Plan
- ☐ Incident reports
- ☐ Medication intake and administration records
- ☐ Person Centered Service Plan
- ☐ Individual Instruction and Support Plan
- ☐ Progress notes
- ☐ Property records upon arrival and departure
- ☐ Record of money or gift cards managed by the provider, including intake documentation
- ☐ Short-term goals