



Home and Community Living Administration (HCLA)
Quality Assurance Review Checklist
State-Operated Community Residential
Transitions Program

Provider	Date
<p>In preparation for your upcoming State-Operated Community Residential Transitions Program quality assurance review, please have current copies of all applicable items below ready for review by the HCLA-contracted evaluator.</p> <ul style="list-style-type: none"><input type="checkbox"/> Background check results letters for all employees, administrators, owners, direct support professionals, volunteers, and any other employees who may have unsupervised access to DDOS clients<input type="checkbox"/> Character, competence, and suitability reviews for staff with non-disqualifying crimes or negative actions on their background check (i.e., Record Review result letters)<input type="checkbox"/> 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<input type="checkbox"/> Staff schedules<input type="checkbox"/> Water temperature records<input type="checkbox"/> Training certificates as required per WAC 388-829<ul style="list-style-type: none"><input type="checkbox"/> 75 hour certificate<input type="checkbox"/> 12 hours of continuing education<input type="checkbox"/> CPR and First Aid Training<input type="checkbox"/> Blood-borne pathogens <p><u>Client-specific Records:</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Client contact information<input type="checkbox"/> Client's daily schedule<input type="checkbox"/> Functional Assessment and Positive Behavior Support Plan (if applicable)<input type="checkbox"/> Incident reports<input type="checkbox"/> Medication intake and administration records<input type="checkbox"/> Person Centered Service Plan<input type="checkbox"/> Progress notes<input type="checkbox"/> Property records upon arrival and departure<input type="checkbox"/> Record of money or gift cards managed by the provider, including intake documentation<input type="checkbox"/> Short-term goals	