| PROVIDER’S NAME | | | DATE | |
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|  | DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)  **Overnight Planned Respite Services (OPRS)**  **Certification Evaluation** | | | |
| PROVIDER’S NAME | | CONTRACT NUMBER | | CONTRACT END DATE |
| MAILING ADDRESS | | | | |
| PROVIDER EMAIL ADDRESS | | PROVIDER PHONE NUMBER | | |
| EVALUATION LENGTH RECOMMENDATION BY PROGRAM MANAGER (24 MONTH MAXIMUM) | | CERTIFICATION MONITORING LENGTH APPROVED BY QUALITY ASSURANCE UNIT MANAGER | | |
| CERTIFICATION EVALUATION DATES        to | | NEXT REVIEW DATE (FILLED OUT BY UNIT MANAGER) | | |
| **The Evaluator confirms, by signing below, that he/she does not have any interest and/or obligation in the above stated OPRS program.** | | | | |

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| **EVALUATOR’S** SIGNATURE DATE | PRINTED NAME |

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| **Participants** |

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| **OPRS PROVIDER’S** NAME | **PROVIDER QUALITY ASSURANCE SPECIALIST’S NAME** | **RESPITE COORDINATOR’S** NAME |
| **OTHER** NAME AND ROLE | **OTHER** NAME AND ROLE | **OTHER** NAME AND ROLE |
| **OTHER** NAME AND ROLE | **OTHER** NAME AND ROLE | **OTHER** NAME AND ROLE |

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| **Section A. Provider Qualifications and Responsibilities** | |
| **Standards** | **Program Compliance** |
| 1. The provider has a current signed contract to provide overnight planned respite.  [WAC 388-829R-025](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-025) | YES NO P N/A |
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| 1. Provider and their employees meet each of the following minimum qualifications:  [WAC 388-829R-060](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-060) | YES NO P N/A |
| 1. Have a high school diploma or GED equivalent, unless hired before September 1, 1991; |  |
| 1. Is at least 18 or older; and |  |
| 1. Have a clear understanding of job responsibilities, person-centered service plans, and overnight planned respite services individualized agreements. |  |
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| 1. Provider has followed all background check rules and procedures described in  [WAC 388-829R](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R), which includes: | YES NO P N/A |
| 1. Ensuring all employees, administrators, owners, direct support professionals, volunteers, and any other employees who may have unsupervised access to a DDA client have a non-disqualifying background check at least every two years;  [WAC 388-829R-030](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-030) |  |
| 1. Ensuring fingerprint based check done for initial hires after January 1, 2016;  [WAC 388-825-615](https://apps.leg.wa.gov/wac/default.aspx?cite=388-825-615) |  |
| 1. Ensuring no staff with a disqualifying background check works in a capacity that may involve unsupervised access to clients;  [WAC 388-825-650](https://apps.leg.wa.gov/wac/default.aspx?cite=388-825-650) |  |
| 1. Ensuring a documented character, competence, and suitability review is on file for any staff with a non-disqualifying crime or negative action; and  [WAC 388-825-650](https://apps.leg.wa.gov/wac/default.aspx?cite=388-825-650) |  |
| 1. Verifying any provisional hire meets the conditions described under:  [WAC 388-825-675](https://apps.leg.wa.gov/wac/default.aspx?cite=388-825-675) to [690](https://apps.leg.wa.gov/wac/default.aspx?cite=388-825-690).  [DDA Policy 5.01](https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy5.01.pdf) |  |
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| 1. The provider and their employees meet these Community Residential Services Business Long Term Care Worker Training requirements: | YES NO P N/A |
| 1. 75 hours certificate or exempt from this requirements;  [WAC 388-829-0030](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829-0030) through [388-829-0045](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829-0045) |  |
| 1. 12 hours of Continuing Education per year (non-credentialed by the end of the calendar year, DOH-required CE by their date of birth);   [WAC 388-829-0085](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829-0085) |  |
| 1. CPR and First Aid training completed within first 60 days of hire and kept current at least annually; and  [WAC 388-829-0040](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829-0040) |  |
| 1. Blood-borne pathogens training within first 60 days of hire and kept current at least annually.  [WAC 388-829-0050](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829-0050) |  |
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| 1. Provider has a signed copy of Residential Services providers: Mandatory Reporting of Abuse, Improper Use of Restraint, Neglect, Personal or Financial Exploitation, or Abandonment of a Child or Vulnerable Adult, form DSHS 10-403, on reporting requirements on file (required annually) for each administrator, owner, operator, employee contractor, and volunteer.  [DDA Policy 6.12](https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy6.12.pdf), [WAC 388-829R-170](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-170) | YES NO P N/A |
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| 1. The provider has the following policies and procedures in place: | YES NO P N/A |
| 1. Client rights, including a client’s right to file a complaint or suggestion without interference;  [WAC 388-829R-070](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-070), [SSB 1651](http://lawfilesext.leg.wa.gov/biennium/2019-20/Pdf/Bills/Session%20Laws/House/1651-S2.SL.pdf?q=20200604134559) |  |
| 1. Reporting requirements for suspected abuse, neglect, financial exploitation, and abandonment;  [SSB 1651](http://lawfilesext.leg.wa.gov/biennium/2019-20/Pdf/Bills/Session%20Laws/House/1651-S2.SL.pdf?q=20200604134559) |  |
| 1. Client protections when there have been allegations of abuse, neglect, financial exploitation, or abandonment; |  |
| 1. Emergent situations that may pose a danger or risk to the client or others; |  |
| 1. Response to a missing person and other client emergencies; |  |
| 1. Emergency response plans for natural and other disasters; |  |
| 1. Client access to medical, mental health, and law enforcement resources for clients; |  |
| 1. Notifications to client’s primary caregiver, legal representative, or relatives in case of emergency; |  |
| 1. Client grievances, including timelines, possible remedies, and information about how to submit unresolved grievances to the department;  [WAC 388-829R-070](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-070), [SSB 1651](http://lawfilesext.leg.wa.gov/biennium/2019-20/Pdf/Bills/Session%20Laws/House/1651-S2.SL.pdf?q=20200604134559) |  |
| 1. Appropriate response and supports for clients who engage in aggressive or assaultive behavior as informed by the client’s overnight planned respite services individualized agreement; and |  |
| 1. All aspects of the medication support staff including: |  |
| 1. Supervision of medication; |  |
| 1. Client refusal; |  |
| 1. Nurse Delegation under Chapter 246-840 WAC; |  |
| 1. The monitoring of a client who self-administers medication; |  |
| 1. Medication assistance under Chapter 246-288 WAC; and |  |
| 1. What the service provider will do in the event they become aware a client is no longer safe to take their own medications.  [WAC 388-829R-070](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-070) |  |
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| 1. The provider: | YES NO P N/A |
| 1. Has trained employees on its policies and procedures; |  |
| 1. Maintains current written policies and procedures; and |  |
| 1. Makes them available upon request to all employees, clients, primary caregivers, client legal representatives, and DDA.  [WAC 388-829R-070](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-070) |  |
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| 1. The provider has trained all direct support professionals on client’s overnight planned respite services individualized agreement before working alone with the client as verified by a signature on the agreement.  [WAC 388-829R-065](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-065) | YES NO P N/A |
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| 1. Provider or direct support professionals transporting clients have proof of automobile insurance as required by law and staff providing transportation have a valid driver’s license.  [WAC 388-829R-090](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-090) | YES NO P N/A |
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| **Section B. Client Services** | |
| **Standards** | **Program Compliance** |
| 1. The provider ensures transportation needs are met during the respite stay as identified in the overnight planned respite services individualized agreement.  [WAC 388-829R-085](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-085) | YES NO P N/A |
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| 1. Provider maintains the following when participating in nurse delegation: | YES NO P N/A |
| 1. Written instructions for performing the delegated task from the delegating RN; |  |
| 1. Documentation of validation of nursing assistant registrations or certifications; |  |
| 1. A consent is in place, signed by the client, or legal representatives; and |  |
| 1. Verification of nurse delegation training for staff.  [WAC 388-829R-135](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R135) |  |
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| 1. The provider: | YES NO P N/A |
| 1. Serves no more than one unrelated client at a time in each respite residence; and |  |
| 1. Provides services in a residence maintained and furnished by the provider.  [WAC 388-829R-140](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-140) |  |
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| **Section C. Records and Reports** | |
| **Standards** | **Program Compliance** |
| 1. The provider:    1. Completes an overnight planned respite services individualized agreement with the client’s primary caregiver and legal representative if the client has one at least three days before the state date for respite services which: | YES NO P N/A |
| * + 1. Outlines supports and services that may be provided during the respite stay; and |  |
| * + 1. Is signed by the client, or the legal representative, if the client has one, and the client’s primary caregiver before the client’s start date for respite services. An email approval is acceptable if the provider is unable to obtain a signature. |  |
| * + 1. Is sent to DDA before the start date for respite services.  [WAC 388-829R-020](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-020), [WAC 388-829R-075](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-075) |  |
| * 1. Provides supports and services as outlined in the overnight planned respite services agreement;  [WAC 388-829R-020](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-020) |  |
| * 1. Provides adequate staff to administer the program and meet the needs of clients; and  [WAC 388-829R-020](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-020) |  |
| * 1. Ensures clients have access to employees or the means to contact employees at all times.  [WAC 388-829R-020](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-020) |  |
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| 1. All record entries: | YES NO P N/A |
| * 1. Are made at the time of or immediately following the event;  [WAC 388-829R-150](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-150) |  |
| * 1. Maintain both the original and corrected entries when an error in the record is made;  [WAC 388-829R-150](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-150) |  |
| * 1. Legible, in ink, signed and dated; and  [WAC 388-829R-150](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-150) |  |
| * 1. Electronic entries identify the date entry was made and the person making the entry by a unique user ID.  [WAC 388-829R-150](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-150) |  |
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| 1. The provider maintains the following records for each client and has available for an evaluation:   [WAC 388-829R-170](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-170) | YES NO P N/A |
| * 1. Client’s name and address; |  |
| * 1. Name, address, and telephone number of the client’s primary caregiver and legal representative if they have one; |  |
| * 1. A copy of the most recent Person Centered Service Plan; |  |
| * 1. A copy of the overnight planned respite services individualized agreement; |  |
| * 1. Direct support professional time sheets specific to locations worked; |  |
| * 1. Payment records; |  |
| * 1. Direct support professional training records; |  |
| * 1. Progress notes; |  |
| * 1. Incident reports; |  |
| * 1. A list of personal property upon arrival and departure; |  |
| * 1. A record of money or gift cards managed by the respite provider on behalf of the client during the respite stay as indicated in the overnight planned respite services individualized agreement; and |  |
| * 1. Medication documentation, including a medication intake form and medication administration records, if applicable. |  |
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| **Section D. Incident Management** | |
| **Standards** | **Program Compliance** |
| 1. The provider has reported all instances of suspected client abandonment, abuse, neglect, or financial exploitation immediately to DSHS’ Adult Protective Services and the DDA overnight planned respite services coordinator or designee.  [DDA Policy 6.12](https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy6.12.pdf) Incident Reporting, [WAC 388-829R-180](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-180) | YES NO P N/A |
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| 1. The provider additionally reports any allegation of sexual or physical assault to law enforcement immediately, as required per RCW 74.34.   The provider understands this requirement.  [DDA Policy 6.12](https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy6.12.pdf) | YES NO P N/A |
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| 1. Provider reported all incidents to DDA and the client’s legal representative, in accordance with DDA Policy 6.12. This includes submitting an incident report to DDA.  [DDA Policy 6.12](https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy6.12.pdf) | YES NO P N/A |
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| 1. In an emergency, the provider: | YES NO P N/A |
| * 1. Immediately calls 911 if it is a life-threatening emergency; |  |
| * 1. Provides emergency services; |  |
| * 1. Notifies DDA; |  |
| * 1. Notifies the client’s legal representative or backup caregiver; and |  |
| * 1. Submits written report to DDA.  [WAC 388-829R-165](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-165) |  |
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| **Section E. Restrictive Procedures** | |
| **Standards** | **Program Compliance** |
| 1. Only the least restrictive procedures are used to adequately protect the client, others, or property. Restrictive procedures are terminated as soon as the need for protection is no longer necessary.   The provider understands this requirement.  [DDA Policy 5.15](https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy5.15.pdf) | YES NO P N/A |
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| 1. An incident report must be submitted to the DDA Case Manager for:    1. An injury requiring first aid or medical care that is sustained during implementation of a restrictive procedure or intervention; | YES NO P N/A |
| * 1. A restrictive procedure is implemented under emergency guidelines; and |  |
| * 1. A client’s animal or pet is abused or neglected.   The provider understands this requirement.  [DDA Policy 5.15](https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy5.15.pdf) |  |
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| 1. Provider follows direction described in DDA Policy 5.17, Use of Physical Intervention Techniques, and avoids using any prohibited physical interventions.   The provider understands this requirement.  [DDA Policy 5.17](https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy5.17.pdf), [DDA Policy 5.15](https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy5.15.pdf) | YES NO P N/A |
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| **Section F. Physical and Safety Requirements** | |
| **Standards** | **Program Compliance** |
| 1. The provider ensures the following physical and safety requirements: | YES NO P N/A |
| 1. A furnished home environment including a private, furnished bedroom for each respite client;  [WAC 388-829R-080](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-080); [42 CFR Section 441.301(c) (4)](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-C/part-441/subpart-G/section-441.301) |  |
| 1. Access to balanced, nutritional food choices that reflect the client’s personal preference;  [WAC 388-829R-080](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-080) [42 CFR Section 441.301(c) (4)](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-C/part-441/subpart-G/section-441.301) |  |
| 1. Bedding and towels;  [WAC 388-829R-080](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-080) |  |
| 1. Access to laundry facilities;   [WAC 388-829R-080](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-080) |  |
| 1. Access to a telephone for local calls;  [WAC 388-829R-080](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-080) |  |
| 1. Smoke and carbon monoxide alarms are located in or near bedrooms and on each level of the home; |  |
| 1. Smoke detectors meet needs of clients’ specialized needs, including any vision or hearing loss; and |  |
| 1. There is a fire extinguisher on each level of the home that is serviced and accessible. |  |
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| 1. The provider ensures the following as identified in a client’s overnight planned respite services individualized agreement: | YES NO P N/A |
| 1. Up to 24 hours support from a direct support professional for each day of the respite stay; |  |
| 1. Medication assistance under chapter [246-888 WAC](https://apps.leg.wa.gov/wac/default.aspx?cite=246-888) and medication administration under [WAC 246-840-910](https://apps.leg.wa.gov/wac/default.aspx?cite=246-840-910) through [246-840-970](https://apps.leg.wa.gov/wac/default.aspx?cite=246-840-970) as needed, including assistance with medical treatment prescribed by a health professional that does not require registered nurse delegation or professionally licensed services;  [WAC 388-829R-080](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-080) |  |
| 1. Instruction and support services;  [WAC 388-829R-080](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-080) |  |
| 1. Transportation;  [WAC 388-829R-080](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-080) |  |
| 1. Supports for performing personal hygiene routines and activities of daily living; and  [WAC 388-829R-080](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-080) |  |
| 1. Activities within the home and community.  [WAC 388-829R-080](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-080) [42 CFR Section 441.301(c) (4)](https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-C/part-441/subpart-G/section-441.301) |  |
| EVALUATOR COMMENTS |

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| CORRECTIVE ACTION PLAN / TIMELINES |  |

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| 1. The provider regulates the water temperature: | YES NO P N/A |
| 1. The water temperature is kept between 105 and 120 degrees Fahrenheit; |  |
| 1. The provider checks the water temperature at least every six months; and |  |
| 1. The provider documents compliance with this requirement and maintains monitoring records.  [WAC 388-829R-145](https://apps.leg.wa.gov/wac/default.aspx?cite=388-829R-145) |  |
| EVALUATOR COMMENTS |

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| CORRECTIVE ACTION PLAN / TIMELINES |  |

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| **Section G. Quality Review** | |
| **Standards** | **Program Compliance** |
| 1. The client has a private bathroom and their own bedroom that meets their accessibility needs and includes a door that locks from the inside, unless the client’s Person Centered Service Plan indicates that it is unsafe for the client to have a locking door, and with a window suitable for egress. | YES NO P N/A |
| EVALUATOR COMMENTS |

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| CORRECTIVE ACTION PLAN / TIMELINES |  |

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| 1. The client has sufficient space for personal belongings. | YES NO P N/A |
| EVALUATOR COMMENTS |

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| CORRECTIVE ACTION PLAN / TIMELINES |  |

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| 1. The provider is knowledgeable about the client’s preferences regarding the care  provided. | YES NO P N/A |
| EVALUATOR COMMENTS |

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| CORRECTIVE ACTION PLAN / TIMELINES |  |

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| 1. The provider supports the client to keep in touch with their family and have visitors as preferred by the client. | YES NO P N/A |
| EVALUATOR COMMENTS |

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| CORRECTIVE ACTION PLAN / TIMELINES |  |

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| 1. The client’s individual privacy provided and respected. | YES NO P N/A |
| EVALUATOR COMMENTS |

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| CORRECTIVE ACTION PLAN / TIMELINES |  |

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| 1. The provider shows respect for the client. | YES NO P N/A |
| EVALUATOR COMMENTS |

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| CORRECTIVE ACTION PLAN / TIMELINES |  |

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| 1. There is adequate security (i.e., locks, peep holes, asking for identification before opening the door). | YES NO P N/A |
| EVALUATOR COMMENTS |

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| CORRECTIVE ACTION PLAN / TIMELINES |  |

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| 1. The provider ensures client has access to balanced, nutritional food choices that reflect the client’s personal preference. | YES NO P N/A |
| EVALUATOR COMMENTS |

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| CORRECTIVE ACTION PLAN / TIMELINES |  |

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| 1. There is a posting listed the APS number to report suspected abuse / neglect / exploitation. | YES NO P N/A |
| EVALUATOR COMMENTS |

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| CORRECTIVE ACTION PLAN / TIMELINES |  |

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| 1. Feedback from client feedback surveys is generally positive. | YES NO P N/A |
| EVALUATOR COMMENTS |

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| CORRECTIVE ACTION PLAN / TIMELINES |  |

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| **Additional comments regarding evaluation** |

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