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|  | DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)  **Residential Quality Assurance Certification Evaluation  Checklist for 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 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 DDA 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](https://www.dshs.wa.gov/sites/default/files/forms/word/10-403.doc), Residential Services Providers: Mandatory Reporting of Abuse, Improper Use of Restraint, Neglect, Personal or Financial 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 Agreements 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 | | |