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| A picture containing text, clipart  AI-generated content may be incorrect. | Home and Community Living Administration (HCLA)  **Quality Assurance Review Checklist   State-Operated Community Residential  Transitions Program** | |
| Provider | | Date |
| 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.  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)  Signed copy of DSHS form [10-403](https://forms.dshs.wa.lcl/formDetails.aspx?ID=8214), 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](https://app.leg.wa.gov/wac/default.aspx?cite=388-829A-040)  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 (if applicable)  Incident reports  Medication intake and administration records  Person Centered Service 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 | | |