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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  |