

Residential Quality Assurance Certification Evaluation Checklist for Overnight Planned Respite Services Providers

PROVIDER	DATE
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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](#), 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