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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  |