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|  |  Home and Community Living Administration (HCLA) **Certification Evaluation Checklist** **Intensive Habilitation Services for Children Providers** |
| Provider | Date |
| In preparation for your upcoming Intensive Habilitation Services certification evaluation, please have current copies of all applicable items below ready for review by the HCLA-contracted evaluator. [ ]  Intensive Habilitation Services contract (if applicable)[ ]  Background check results letters for all employees, administrators, owner-administrators, subcontractors, and volunteers who may have unsupervised access to DDCS clients[ ]  IHS state-operated only: 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, food worker card, and Blood Borne Pathogens[ ]  Record of at least 12 continuing education credits for the most recent calendar year [ ]  Completion of 75-hour Training (if contracted after 01/01/2016) [ ]  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[ ]  Client rights policy and client grievance policy[ ]  Emergency response plan[ ]  Staff schedules [ ]  Water temperature records**Client-specific Records (if applicable):**[ ]  [DSHS 10-682](https://forms.dshs.wa.lcl/formDetails.aspx?ID=79981), Children’s Stabilization Habilitation Plan[ ]  [DSHS 15-595](https://forms.dshs.wa.lcl/formDetails.aspx?ID=80325), Children’s Stabilization Behavior Intervention Plan[ ]  Client contact information[ ]  Person-Centered Service Plan[ ]  Incident reports[ ]  Property records upon arrival and departure[ ]  Medication intake and administration records[ ]  Nurse delegation records  |