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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 | | |