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|  | DEPARTMENT OF CHILDREN, YOUTH AND FAMILIES (DCYF)LICENSING DIVISION (LD)Emergency Respite Center and Resource and Assessment Checklist |  |
| DATE |
| FACILITY | PERSON COMPLETING FORM |
| Put appropriate entry in the column below to document compliance with rule. | C | Rule is met | A | Administrative Approval | NA | Not applicable |
| X | Rule is not met | D | Discussed with Agency |
| **Application and Documentation** |
|  | WAC 110-145RCW 74.15 | DESCRIPTION | COMMENTS |
|  | 1325 | Application is complete and contains the following:* Capacity (145 – 1365)
* Site
* Staff skills
* Ages and characteristics of clients
* Client record forms
* Zoning regulations and Building codes
* Signed by proper person
* Applicant is at least 21 years of age (1320)
* Budget
* Floor Plan
* Staff Discipline Statement
* Articles of Incorporation
* Board of Directors
* List of Staff
 |  |
|  | 1330 | References |  |
|  | 1325 | Background checks completed |  |
|  | 1365 | Occupancy permit if necessary |  |
| **Program Policy and Procedures** |
|  | 1335, 1735  | **Program Description that outlines the following:*** Number of children
* Services you will provide to children and families
* Plan to coordinate with community partner
* Safety and supervision for each child
 |  |
|  | 2010, 2165 | **Residents served:****ERC** ages 0-17 years and 18-21 years when person has intellectual and developmental disabilities and admitted with sibling under 18 years. **RAC** ages 0-12 years or 13-17 years who are placed with sibling under 13 years. |  |
|  | 2015, 2170 | **Placement of Children****ERC** parent or guardian can place up to 72 hours**RAC** case worker can place up to 72 hours NOT including Saturday, Sundays, and holidays |  |
|  | 1300 | Protect children from abuse / neglect |  |
|  | 1370 | Admitting / Retaining children in program |  |
|  | 1435 | If the on-site program manager is temporarily off-site a designated staff must be left in charge who meets on-site program manager qualifications  |  |
|  | 1495 | Behavior Management Training/Policy |  |
|  | 1520, 1525 | Confidentiality of Records and Policy |  |
|  | 1520, 1525 | **Documentation for 24 hour programs:*** Activity log
* Narrative to note client behavior and issues
* Health or safety issues
* Staff to resident ratio on each shift
* On call and relief staff on premises during emergencies
* Telephone number of the after-hours supervisor
* Record retention is six (6) years following the closure of a license or contract
 |  |
|  |  | Recommended retention schedule is three years for names of staff on-duty for each shift |  |
|  | 1535 | Report all incidents of abuse and neglect per RCW 26.44, WAC and DCYF policies. Written policies and procedures for incident reporting per WAC and DCYF policy |  |
|  | 1540 | Report when a child is missing from care |  |
|  | 1550 | Major changes in organization or facility are reported to licensor |  |
|  | 1570 | Toys / equipment relate to developmental stages |  |
|  | 1590 | Water Safety |  |
|  | 1615, 1780 | Agency provides necessary clothing and hygiene products |  |
|  | 1650 | No consumption of alcohol, marijuana, or illegal drugs on premises and staff must not work when under the influence of substances |  |
|  | 1655 | Non-smoking policy |  |
|  | 1700 | Orientation for children into facility |  |
|  | 1705 | Religious Freedom Compliance |  |
|  | 1710 | Nondiscrimination policy |  |
|  | 1715 | ICW requirements Compliance |  |
|  | 1735 | Developmental Activities |  |
|  | 1760 | Overnight / out of state travel |  |
|  | 1765 | Child work assignments |  |
|  | 1775 | Child’s money and personal belongings returned to child at discharge |  |
|  | 1785 | Privacy for children policy |  |
|  | 1815 | Written discipline policy and methods that follow the WAC and DCYF policy |  |
|  | 1815 | Corporal Punishment Policy conforms to WAC and Children’s Administration policy. |  |
|  | 1820-1830 | Physical Restraint Policy |  |
|  | 1510, 1635 | **Medical Policies and Procedures**Infection Control Policy* Prevention of transmission of disease
* Hand washing for staff and children
* Managing/reporting communicable disease
* First aid
* Care of minor illnesses
* Maintain results of TB test at facility
* Infected person must not work and licensor must be notified
 |  |
|  | 1850 | Medications and medical supplies are inaccessible to unauthorized people. |  |
|  | 1855, 1865, 1870 | Medication Management* Meets the department’s requirement for managing prescription and nonprescription medication
* Follow direction of tribal or other court when giving or applying prescription and nonprescription medication
* Only authorized care provider has access and dispenses medication
* Only use medication as prescribed
* Medication cannot be reduced or stop without required approval
* Proof of written approval by parent, person or agency having authority by court order to approve medical care
* Check with physicians/pharmacist about side effects and interactions with nonprescription drugs, herbal supplements, or remedies.
* Agency must record all prescription and non-prescription medication given
* Proper disposal of medication
 |  |
|  | 1855Practices and Procedures 4541 | Psychotropic Medication* Dispensing of psychotropic medication has been approved by: child’s parent, dependency guardians, court order, child age 13 years or older and competent to provide consent, and/or CASE worker (only if child is legally free or parental consent is impossible or after normal work hours and child is under 13 years old).
* Reporting all incidents of children refusing to take medication to case worker.
 |  |
|  | 1860 | Nonprescription Medications* Agency or other authorized care provider must give medications as specified by instructions or otherwise approved by person legally able to authorize prescribed medication.
 |  |
|  | 1875 | Accepting medication from parent or guardian |  |
|  | 1880 | * Only children who are physically and mentally capable administer own medications
* Parent may provide written approval
 |  |
|  | 1790 | **Meals*** Food meets child’s needs
* Variety of food offered for meal enjoyment
* Establish meal time
* Post dietary restrictions
* Menus posted and kept on file for at least six (6) months
 |  |
|  | 1795 | Three meals and two snacks each 24 hour period |  |
|  | 1800, 2075 | Written approval from DCFS worker and instructions by physician, parent or guardian for special diets  |  |
|  | 1620, 1790,1805 | Requirements for serving milk and no home canned goods, feeding babies, changing diapers |  |
|  | 2065 | Nursing Service, if applicable |  |
|  | 1480,1560, 1750 | **Special supervision for children*** Appropriate for child’s age, developmental level
* Supervise children in kitchen
* Do not leave young children unsupervised when bathing
* Children have appropriate adult supervision, emotional support and structured daily routines
* Adequate supervision for all children during crisis
* Special supervision may require auditory or visual at all times
* Agency must develop plan to address child’s risk to others and obtain required approval

**NOTE**: ERC capacity is determined by the Department’s evaluation of agencies ability to care for children (1365) |  |
|  | 1425-1445, 1455, 1460, 1470, 1475 | Executive Director, on-site program manager, case management staff, consultants, direct care staff , and volunteers qualifications |  |
|  | 1430 | **On-Site Program Manager*** Six youth require an on-site program manager during business hours when youth are present. If there are five or fewer youth an on-site program manager is required when youth are present when:
* Major focus of program is behavioral rather than development of independent living skills
* Youth’s behavior poses risk to self or others
 |  |
|  | 1480, 20052160 | **Staffing Ratios for ERC and RAC*** Two (2) staff on duty when children are present and
* One (1) child care staff providing sight and hearing supervision for every four (4) children
* Case manager ratio to children 1:15
* Must have relief staff so all staff have the equivalent of two (2) days off per week
* Awake staff required when more than six children in care **and** focus of program is behavioral, behavior of at least one youth poses a risk to self or others, or medical condition requires constant monitoring or written in child’s supervision plan
 |  |
|  | 2005 | **Additional ERC Requirements*** Director, program manager (PM), or case manager (CM) must normally be on premises during daytime hours when children are present
* Temporary absence (two hours or less) director or program manager must leave competent staff in charge and this person must meet qualifications for direct care staff.
* During evening, overnight, weekend shifts at least one staff on premises must be direct care staff. Director, PM, or CM must be on-call and able to respond by phone within 15 minutes

**NOTE: If contracted, agency must adhere to the most stringent ratios** |  |
| **Personnel Policies** |
|  | 1520,1525 | Signed Confidentiality of Records |  |
|  | 1710 | Non Discrimination Policy |  |
|  | 1755 | Transportation Policy |  |
|  | 1335,1420, 1510 | Personnel Policy manual may include the following:* Hiring Policy and Procedure
* Sufficient number of qualified staff
* Case consultation as applicable
* Performance Evaluations
* Promotion
* Employee Discipline
* Discharge
* Grievance
* Appeals
* Working Hours
* Overtime
* Part Time
* Holidays
* Leaves of Absence
* Vacation
* Sick
* Jury Duty
* Military
* Conference
* Maternity
* Benefits
* Retirement
* Medical
* Health care
* Confidentiality
* Staff Records
* Staff Training
* Job Description
* ADA
* Sexual Harassment
 |  |
|  | 1490 | Pre-service training (staff orientation) 16 hours |  |
|  | 1495 | In-service training at least 24 hours annually |  |
|  | 1425-1445, 1455, 1460, 1475 | Staff qualifications |  |
|  | 1465 | Agency has sufficient support and administrative staff |  |
| **Site** |
|  | 1335 | **Adequate Space for:*** Storage of staff and client files
* Interviewing parents and children
* Administrative purposes
* Visitation for parents and children
 |  |
|  | 1345 | Posting of License |  |
|  | 1355 | Local and state zoning regulations |  |
|  | 1555 | Telephone on premisesSite requirements |  |
|  | 1515 | **Facility Shift Logs:** * Incident logs, intakes, incident reports
* Child specific supervision needs
* Daily or shift logs
* Staffings between shifts
* Verification of weekly inspections of safety or security devices, such as window and door alarms
 |  |
|  | 1660 | Firearms/weapons |  |
|  | 1555,1570,1595,1600 | **Room Requirements**:* Bedrooms
* Dining room
* Living room
* Kitchen
* Indoor recreational area
* Administrative office or area
* Private visiting area
 |  |
|  | 1555 | **Facility and equipment**: * Clean, safe, and in operating condition
* Emergency lighting is provided
* Lighting is adequate for comfort and safety
* Non-breakable light fixture covers or shatter resistant light bulbs or tubes in food prep and dining areas
* Premises will be free from pests
* Storage and preparation of food meets health standards
* Kitchen/bathroom flooring
* Doors must be easy to open from inside and out
 |  |
|  | 1555, 1640 | Site free from hazardous conditions Poison Control Center phone number postedFirst aid supplies |  |
|  | 1580 | Dangerous substances and cleaning supplies are inaccessible |  |
|  | 1560,1565, 1585 | **Bathrooms have:*** Soap and individual towels at sink and bathing area
* Grab bars or non-skid pads
* Toilet training equipment, if applicable
* One toilet-urinal/sink per eight persons, in group care facilities licensed for five or less
* Two or more toilets with hand washing sinks (hot and cold water), in group care facilities licensed for six or more
 |  |
|  | 1555, 1615 | Facilities and bathrooms are adequately ventilated |  |
|  | 1575 | **Outdoor Recreation Requirements*** Children under 12 years must have safe and securely-fenced or department approved outdoor area
* Must have outside recreation area suitable for number of children serving.
 |  |
|  | 1585 | **Water, garbage, and sewage**: * Must maintain adequate sewage and garbage facilities
* public or approved by local health authority
* Water temperature not to exceed 120 degrees
* Disposable or individual cups available
 |  |
|  | 1615 | **Laundry:** * Facility provided
* Laundry done on a regular basis and sanitized through temperature or chemicals
 |  |
|  | 1600, 1605, 1610, 1665, 2030, 2105 | **Bedrooms:*** Adequate ceiling height
* Window opens to outside and permits emergency access and there is unrestricted access to outdoors and common areas, unless the facility is fire sprinkler protected and approved by the fire marshal or building official
* Enough floor space for safety and comfort
* Only one teen parent and their infant(s) per room with at least 80 square feet
* No more than four occupants per room
* Same gender shares bedroom over the age of six
* Extended foster care youth may not share a bedroom with child under ten years of age who is not a sibling
* Bed needs to be appropriately sized, clean bedding, and comfortable mattress
* Crib meets WAC requirements, and no bumpers, toys, etc. are placed in crib with sleeping infant
* Infants must be placed on back for sleeping
* Number of beds allowed is established in consultation with DOH
* Different genders may share common sleeping areas with five-foot barrier and youth less than eighteen must be separated from youth age 18 to 21 by having staff supervise space or have a physical barrier

**ERC ONLY*** Cots can be used as beds as long it is sufficient in length and width, comfortable, and made of material that can be cleaned
 |  |
|  | 1625 | Electronic monitoring is prohibited, unless approved by LD administrator, DCYF worker, and court |  |
|  | 1630 | Time-Delay on windows and doors, if used must have written approval |  |
|  | 1645 | Pets and animals at site. |  |
|  | 1745 | Age-appropriate home-like environment |  |
|  | 1790 | **Kitchens:*** Proper Food Storage
* All food was fresh and not expired
* Home canned foods were not found (as they cannot be served to children.)
* Meal menus and times are posted
 |  |
|  | 1850 | **Medication Storage:*** All medication (OTC and prescription) are kept in locked container
* Human and animal medicines are locked in separate containers
 |  |
| **Site – Fire Safety and Emergency Practices** |
|  | 1665 | **Staff Safety Procedures*** Children can escape from every floor
* Windows are large enough for emergency staff, unless the facility is fire sprinkler protected and approved by the fire marshal or building official.
* Must have easy access to all rooms in facility
* Barriers for fireplace, etc. for children under 6 yrs.
* Must not leave open-flame unattended and only used for designed purpose
* Emergency vehicles must be able to easily find and access facility
 |  |
|  | 1670 | **Emergency plan** including floor plan, posted at each exit |  |
|  | 1675 | **Smoke detectors** both inside and outside of all sleeping areas, on each story of the facility, in all play areas and basement. |  |
|  | 1680 | **Carbon monoxide** monitors must be installed in or near sleeping areas and on each story of the facility |  |
|  | 1685 | **Fire drills** must be provided at least monthly  |  |
|  | 1690 | **Fire extinguisher** must be Approved 2A 10BC or larger all purpose and on each floor |  |
|  | 1695 | Fire safety requirements for facility with multiple licenses |  |
|  | 1700 | Fire safety instructions to children |  |
|  | 1335 | **[ ]  Department of Health Inspection Completed Date:** |
|  | 1335, 1665 | **[ ]  Fire Marshal Inspection Completed Date:** |

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|  | DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)LICENSING DIVISION (LD)Personnel File Checklist |  |
| DATE |
| NAME OF AGENCY |
| REVIEWER | TYPE OF LICENSE |
| Put appropriate entry in the column below to document compliance with rule. | C | Rule is met | A | Administrative Approval | NA | Not applicable |
| X | Rule is not met | D | Discussed with Agency |
| CODE | WAC 110-145RCW 74.15 | DESCRIPTION | NAME | NAME | NAME | NAME |
|  | 1330 | Application in file |  |  |  |  |
|  | 1320, 1445 | Age (over 18 or 21) |  |  |  |  |
|  | 1420,1425,1430,1440,1445,1455,1460 | Education (degrees, transcripts), skills, experience documented |  |  |  |  |
|  | 1330 | References Contacted |  |  |  |  |
|  | 1335 | * Influenza and Tdap (when licensed for children under 2 years of age)
* TB Test Completion
 |  |  |  |  |
|  | 1550 | Hire Date |  |  |  |  |
|  | 1510 | Job Description |  |  |  |  |
|  | 1330,1325,1510 | Background Check Completed |  |  |  |  |
|  | 1520,1525 | Confidentiality Statement  |  |  |  |  |
|  | 1535 | Reporting CA/N Statement  |  |  |  |  |
|  | 1490 | Completed Orientation/ pre-service (16 hours) |  |  |  |  |
|  | 1490 | Behavior Management Training  |  |  |  |  |
|  | 1495 | In-Service Training (24 hours annually)  |  |  |  |  |
|  | 1500 | First Aid / CPR Expiration date |  |  |  |  |
|  | 1505 | HIV / AIDS / BBP Expiration date |  |  |  |  |
|  | 1790 | Food Handlers Permit Expiration Date |  |  |  |  |
|  | 1755 | Valid Driver’s LicenseExpiration date |  |  |  |  |
|  | 1755 | Auto Insurance (if using own vehicle to transport) Expiration date |  |  |  |  |
|  | 1425 | **Executive Director*** Appropriate education Four year experience responsibilities for administrative oversight, and fiscal management
 |  |  |  |  |
|  | 1430 | **On-site Program Manager*** Master’s degree in social services or closely related field and one-year experience working with children **OR**
* A bachelor’s degree in social services or closely related field and two years of experience working with children **OR**
* Five years full-time experience in relevant field and supervisory abilities and relevant experience
 |  |  |  |  |
|  | 1440 | **Case Management Staff*** Master’s or bachelor’s degree in social services or closely related field
* Staff with a bachelor’s must consult with a person with a master’s degree one hour of consultation every 20 hours the employee works
 |  |  |  |  |
|  | 1445 | **Direct Care Staff*** Be at least 21 (unless between 18 and 21 and enrolled in internship or practicum with accredited college and can provide documentation and be supervised by staff at least 21 years of age)
* Have high school diploma or GED/ HSEC
* One year of experience working directly with children or two years of education
 |  |  |  |  |
|  | 1460 | **Consultant*** Master’s degree in social services or closely related field from accredited college
* Training, experience, and knowledge in early childhood education
 |  |  |  |  |

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|  | DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)LICENSING DIVISION (LD)Child Checklist |  |
| DATE |
| AGENCY NAME |
| TYPE OF LICENSE |
| REVIEWER(S) |
| WAC 110-145 | DESCRIPTION | CHILD NAME | CHILD NAME | CHILD NAME | CHILD NAME | CHILD NAME |
| 2015, 2170 | Date of Birth: Date of Placement: (ERC up to 72 hours and RAC up to 72 hours not including weekends and holidays) |  |  |  |  |  |
|  |  |  |  |  |
| 2015, 2180 | **Authorization of placement from parent/guardian (ERC) or DCFS CA worker (RAC)** |  |  |  |  |  |
| 1520, 2020 | Parent contact information for each child |  |  |  |  |  |
| 1520, 2020 | Authorization of emergency medical care or surgery from parent/guardian |  |  |  |  |  |
| 1520, 2020 | Basic medical information including current medications, allergies, at-risk behaviors |  |  |  |  |  |
| 1520 | Daily log/progress notes pertaining to the child |  |  |  |  |  |
| 1520 | Dates of illnesses or injuries at the center |  |  |  |  |  |
| 1520 | Information kept confidential |  |  |  |  |  |
| 1520 | **Other requirements for child records when available:*** Approved list of individuals may have contact with
* Identify and meeting specific cultural and religious needs
* Medical history
* Health history
* Mental health history
* Supervision/Behavior management plan
* School records
* Inventory of belongings
 |  |  |  |  |  |
| 1855 | Medication disbursements documented |  |  |  |  |  |
| 1855 | Psychotropic meds consent (parent or youth 13 yrs. or older and competent to provide own consent) |  |  |  |  |  |