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|  | DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)LICENSING DIVISION (LD)Crisis and Secured Crisis Residential Checklist |  |
|  |  | DATE |
| AGENCY NAME |
| REVIEWER(S) |
| 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 matches (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
* Liability insurance
* Staff Discipline Statement
* Articles of Incorporation
* Board of Directors
* List of Staff
 |  |
|  | 1330 | References  |  |
|  | 1325 | Background checks completed |  |
| **Program Policy and Procedures** |
|  | RCW 74.15.020 1335 | Program Description |  |
|  | 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  |  |
|  | 1395 | Administrative Approvals are written and in place |  |
|  | 1700 | Orientation for children into facility |  |
|  | 1705 | Religious Freedom Policy |  |
|  | 1710 | Non-Discrimination Policy |  |
|  | 1715 | ICW requirements Compliance |  |
|  | 1785 | Privacy for children policy |  |
|  | 1815 | Written Corporal Punishment Policy conforms to WAC and DCYF Policy |  |
|  | 1820-1830 | Behavior management physical restraint policy |  |
|  | 1520, 1525 | Confidentiality of Record / Policy |  |
|  | 1535 | Report all incidents of abuse and neglect per 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 |  |
|  | 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 | Smoking prohibited in CRC |  |
|  | 1760 | Overnight / out of state travel |  |
|  | 1765 | Child work assignments |  |
|  | 1775 | Child money and personal belongings returned to child at discharge |  |
|  | 1790 | Meals* Food meets child’s needs
* Variety of food offered for meal enjoyment
* Establish meal time
* Menus are posted and kept on file for at least six months
 |  |
|  | 1510, 1635 | Medical Policies and ProceduresInfection 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, youth 13 years or older and competent to provide own consent, case worker (only if child is legally free or parental consent is impossible or after normal work hours and child is under 13 yrs. 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 prescriptions from parent or guardian. |  |
|  | 1880 | Only residents who are physically and mentally capable administer own drugs |  |
|  | 1795 | Three meals and two snacks each 24 hour period |  |
|  | 1800, 2075 | Written approval from case worker and instructions by physician, parent or guardian for special diets |  |
|  | 1790, 1805, 1620 | Requirements for serving milk and no home canned goods, feeding babies, changing diapers |  |
|  | 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
 |  |
|  | 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
 |  |
|  | 1480, 1910 | **Semi-Secure CRC Ratios:*** Minimum one case manager to every six residents
* At all times one direct care staff for every four youth
* Waking hours: must have at least two direct care staff on duty when youth are present
* Sleeping hours: must have at least one awake staff. Additional back-up(s) must be on premises to maintain staffing ratios

**Secure CRC Ratios:*** Minimum one case manager to every six residents
* At all times you must has two staff on when youth are present
* At all times when not co-located with a detention center you must have at least one staff on for every three youth
* At all times SCRCs that are located with a detention center must have at least one awake youth care staff on duty for every four youth
 |  |
|  | 1425-1445, 1475 | Executive Director, on-site program manager, case management staff, direct care staff, and volunteer qualifications |  |
|  | 1895 | Abe to receive youth 24/7 |  |
|  | 1900, 1905 | CRC and SCRC admission procedures followed |  |
|  | 1940 | Length of stay at CRC and SCRC documented |  |
|  | 1945, 1950 | Transferring youth from one CRC to another |  |
|  | 1955 | Intervention services provided and arranged |  |
| SCRC Only |
|  | 1900 | Youth served by Secure CRC |  |
|  | 1905 | SCRC youth in care are placed by law enforcement and are either reported runaways or are homeless youth at risk |  |
|  | 1925 | SCRC population is not in contact with either Detention facility or youth and SCRC staff cannot simultaneously work at detention. |  |
|  | 1945 | No space at Secure CRC |  |
|  | 1010 | Additional Records Keeping SCRC:* Hourly logs of where youth are located.
* Records of multi-disciplinary team
* Placement information
* Send proper information to case worker within seven (7) days
* Logs are retained for six (6) years.
 |  |
| **Personnel Policy** |
|  | 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
* Confidentiality
* Staff Records
* Staff Training
* Job Description
* ADA
* Sexual Harassment
 |  |
|  | 1490 | **Staff Training:****16 Hours Pre-Service Training*** Agency policy and procedures
* Child abuse / neglect reporting.
* Incident reporting
* Accessing community resources
* Confidentiality
* Family dynamics and interventions
* Child development
* Grief and loss
* Cultural needs of children in care
* Sexually exploited youth
* Agency’s policy and procedures
* Behavior management/crisis intervention
* Conflict resolution / problem solving
* Substance abuse
* SAY / PAAY
* Effects of trauma on children
* Youth supervision requirements
* Fire safety / emergency planning
 |  |
|  | 1495 | **24 Hours per year on-going in service training and education*** Crisis intervention techniques: verbal de-escalation, positive behavior support, physical response / restraint training, and mediation skills
* Substance abuse
* Suicide assessment / intervention
* Family intervention techniques
* ICW working with Native American children
* Cultural diversity
* Mental health issues / interventions
* Mediation skills
* Conflict management / problem-solving
* Child abuse / neglect
 |  |
|  | 1460 | Professional consultants |  |
|  | 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 as applicable
 |  |
|  | 1345 | Posting of license |  |
|  | 1355 | Local Zoning Notification |  |
|  | 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
 |  |
|  | 1555 | Telephone on premisesSite location |  |
|  | 1660 | Firearms / weapons |  |
|  | 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
* Kitchen/bathroom flooring
* Doors must be easy to open from inside and out, unless the facility is fire sprinkler protected and approved by the fire marshal or building official
 |  |
|  | 1570 | Indoor recreation area as required |  |
|  | 1555, 1640 | * Site free from hazardous material
* Poison Control Center phone number
* First 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 (1) toilet-urinal / sink per eight (8) persons, in group care facilities licensed for five (5) or less
* Two (2) or more toilets with hand washing sinks (hot and cold water), in group care facilities licensed for six (6) or more
 |  |
|  | 1555, 1615 | Facilities and bathrooms are adequately ventilated |  |
|  | 1575 | **Outdoor Recreation Requirements**SCRC must have recreational area with a non-scalable fence |  |
|  | 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
 |  |
|  | 1595 | Temperature is at a reasonable level while facility is occupied |  |
|  | 1615 | **Laundry** * Facility provided
* Laundry done on a regular basis
* Sanitized through temperature or chemicals
 |  |
|  | 1600, 1605, 1610, 1665 | **Bedrooms:*** Adequate ceiling height
* Windows open to outside and permits emergency access and there is unrestricted access to the 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
* Each gender has own bedroom
* No more than four (4) occupants per room
* Mattress, pillows, sheets and pillowcases provided
* Bed needs to be appropriately sized, with clean bedding and comfortable
 |  |
|  | 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
 |  |
|  | 1625 | Electronic monitoring is prohibited, unless approved by LD administrator, DSHS worker, and court |  |
|  | 1630  | Time-delay on windows and doors, if used must have written approval |  |
|  | 1645 | Pets and animals at the site |  |
|  | 1745 | Age-appropriate home-like living environment |  |
| **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
* Must not leave open-flame unattended and only used for designed purpose
* Emergency vehicles must be able to easily find and access facility
 |  |
|  | 1675 | **Smoke detectors** both inside and outside of all sleeping areas, on each story of the facility, in all play areas and the 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 Marshall’s Inspection Completed; Date:** |

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|  | DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)LICENSING DIVISION (LD)Personnel File 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 |
| CODE | WAC 110-154RCW 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 / skills documented (degrees, transcripts) |  |  |  |  |
|  | 1330 | References Contacted |  |  |  |  |
|  | 1335 | 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/BBPCompletion |  |  |  |  |
|  | 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 with similar duties, responsibilities for administrative oversight, and fiscal
 |  |  |  |  |
| **1430 On-Site 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, 1450** | **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; two years of social service education may be substituted for required experience

**Additional CRC Staff Qualifications*** At least 50% must have completed a bachelor’s **OR** two years of college and one-year work in group residential program for adolescents **AND** staff can substitute experience for education on a year to year basis
* Remaining staff must have a minimum high school diploma or GED / HSEC and one of the following:
* One year of successful experience working with youth in group setting
* One year of successful experience as a foster parent
* Two years of college may be substituted for the required experience
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|  | DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)LICENSING DIVISION (LD)Child File Checklist for CRC and SCRC |  |
| DATE |
| FACILITY |
| PERSON COMPLETING FORM |
| REVIEWER(S) |
| WAC 110-145 | DESCRIPTION | CHILD NAME | CHILD NAME | CHILD NAME | CHILD NAME | CHILD NAME |
| 15201520 | DOB:Date of Placement: |  |  |  |  |  |
|  |  |  |  |  |
| 1520 | Time and Date of placement, names of the person making the placement and reasons for the placement |  |  |  |  |  |
| 1520 | Parent information or emergency contact (name, address, phone numbers)  |  |  |  |  |  |
| 1520 | Legal Status – Authorization for placement |  |  |  |  |  |
| 1520 | Name and telephone number of case worker if applicable |  |  |  |  |  |
| 1520 | Health needs requiring immediate attention are met |  |  |  |  |  |
| 1520 | Record of medications dispensed |  |  |  |  |  |
| 1855 | Psychotropic meds consent (parent, court order, youth 13 yrs. or older and competent to provide own consent, or CA worker if legally free) |  |  |  |  |  |
| 1520 | Identify and meet specific cultural and religious needs |  |  |  |  |  |
| 1520 | Mental health history and issues. Medical and psychological reports (when available) |  |  |  |  |  |
| 1520 | Inventory of belongings |  |  |  |  |  |
| 1700 | Written documentation of orientation given to youth |  |  |  |  |  |
| 1930  | Document contact with the youth’s parent or the department within 24 hours |  |  |  |  |  |
| 1935 (SCRC) | Assessment of youth’s risk to run within 24 hours of placement and daily thereafter |  |  |  |  |  |
| 1935(SCRC) | Notification of the youth’s school district about youth’s placement by first school day and assessment of educational needs |  |  |  |  |  |
| 1950 | If CRC decides youth is risk to run, reasonable efforts to transfer to SCRC are met |  |  |  |  |  |
| 1955 | Intervention services documented (family assessment, family counseling, individual and group counseling, referrals to community based services)  |  |  |  |  |  |
| 1960 | Written discharge summary within seven (7) days of discharge that includes community- based referrals, assessment info on family and child, family reconciliation attempts, contacts with families and professionals, and recommendations |  |  |  |  |  |
| 1975 | Advisement to family of the right to request a multidisciplinary team |  |  |  |  |  |