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|  | DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)LICENSING DIVISION (LD)Group Home and Staffed Residential Home 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 (145 – 1365)
* Capacity (145 – 2190) (**Staffed Residential**)
* 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
 |  |
|  | 1570,1575, 1750,1755,  | Services offered for Group Homes or Staffed Residential Homes |  |
|  | 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  |  |
|  | 1700 | Orientation for children into facility |  |
|  | 1705 | Religious Freedom Compliance |  |
|  | 1710 | Nondiscrimination policy |  |
|  | 1715 | ICW requirements Compliance |  |
|  | 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 DCYF policy. |  |
|  | 1820-1830 | Physical Restraint Policy |  |
|  | 1520, 1525 | Confidentiality of Records and Policy |  |
|  | 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 |  |
|  | 1765 | Child work assignments |  |
|  | 1770 | Allowance for children placed over 30 days |  |
|  | 1775 | Child’s money and personal belongings returned to child at discharge |  |
|  | 1615, 1780 | Agency provides necessary clothing and hygiene products |  |
|  | 1650 | No alcoholic beverages, marijuana, or illegal drugs on site |  |
|  | 1495 | Behavior Management Training/Policy |  |
|  | 1590 | Water Safety |  |
|  | 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
 |  |
|  | 1740 | Extended foster care youth adhere to WAC 110-90-0010 through 110-90-0200 |  |
|  | 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, 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 |  |
|  | 1885 | Immunizations for children in care |  |
|  | 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 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
 |  |
|  |  | Recommended retention schedule is three years for names of staff on-duty for each shift  |  |
|  | 1760 | Overnight/out of state travel |  |
|  | 1655 | Non-smoking policy |  |
|  | 1735 | Developmental Activities |  |
|  | 2065 | Nursing Service |  |
|  | 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
 |  |
|  | 1430 | On-site program managerSix youth require an on-site program manager, five or fewer youth require an on-site program manager in certain instances  |  |
|  | 1480, 2195 | **Ratio of child care staff to children:*** Case manager ratio to children 1:25
* When one staff person is on duty a second staff must be on call and able to respond within ½ hour

**Note: If contracted, agency must adhere to the most stringent ratios.** |  |
|  | 1480 | **Group Home**: Direct care staff to children 1:8 during waking hours* 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
* If only one staff person is on duty providing maternity services, that home must not care for more than eight persons under the age of 18.
* Must have relief staff so all staff have the equivalent of two (days) off per week.
 |  |
|  | 2195 | **Staffed Residential**: Direct care staff to children 1:6 during waking hours * At least one awake staff is required when there is a written supervision plan/contract specifying need for awake staff or youth’s behavior poses safety risk to self or others, or child’s medical condition requires constant monitoring
* Must have relief staff so all staff have the equivalent of 2 days off per week (exception for staff residential facility in a family residence)
 |  |
|  | 1480 | **Staffed Residential:*** Capacity maximum six children
* Department may restrict children depending on needs of children
* Maximum two children under 2-years of age, except for pregnant and parenting youth programs
* Maximum of three pregnant and parenting youth

 Maximum three children requiring nursing care if requirements are met**NOTE**: Group home capacity is determined by the Department’s evaluation of agencies ability to care for children (1365). |  |
| **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, 1470, 1475  | Executive Director, on-site program manager, case management staff, consultants, direct care staff, and volunteer 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 |  |
|  | 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 |  |
|  | 1570 | Indoor recreation area as required |  |
|  | 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
* Kitchen / bathroom flooring
* Doors and windows 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
 |  |
|  | 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 and 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
 |  |
|  | 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
* Sanitized through temperature or chemicals
 |  |
|  | 1600, 1605, 1610, 1665 | **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
 |  |
|  | 1625 | Electronic monitoring is prohibited, unless approved by LD administrator, case worker, and court |  |
|  | 1630 | Time-delay on windows and doors, if used must have written approval. Cannot be used at SRH licensed for 5 or fewer. |  |
|  | 1645  | Pets and animals at site. |  |
|  | 1745 | Age-appropriate home-like living 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** |
|  | 1335, 1665 | WSP Fire Marshal and DOH Certificate of Compliance, **except staffed residential homes for five or fewer children** (licensor has discretion to request inspection for all group care and SRH even if licensed for five or fewer if there are concerns).  |  |
|  | 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 level of the dwelling  |  |
|  | 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, if applicable; Date:** |
|  | 1335, 1665 | **[ ]  Fire Marshal Inspection Completed, if applicable; 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 |
|  | 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 | **Personnel Records:*** Job Application
* Job Description
* Confidentiality Statement
* Mandated reporter statement
* Background Check Completed
* Case consultation with master’s consultant as required.
 |  |  |  |  |
|  | 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 Completion |  |  |  |  |
|  | 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 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 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
 |  |  |  |  |

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|  | DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)LICENSING DIVISION (LD)Child Checklist for Group Homes orStaffed Residential Homes |  |
| DATE |
| AGENCY NAME |
| TYPE OF LICENSE |
| REVIEWER(S) |
| WAC 110-145 | DESCRIPTION | CHILD NAME | CHILD NAME | CHILD NAME | CHILD NAME | CHILD NAME |
| 1520 | Date of Birth: Date of Placement:  |  |  |  |  |  |
|  |  |  |  |  |
| 1520 | Legal Status – Current VPA or court order |  |  |  |  |  |
| 1520 | Name and phone number of case worker- (emergency contact) |  |  |  |  |  |
| 1520 | Parent information for each child |  |  |  |  |  |
| 1520 | Approved list of individuals the child may have contact with |  |  |  |  |  |
| 1520 | Inventory of belongings |  |  |  |  |  |
| 1520 | Visitation Plan |  |  |  |  |  |
| 1520 | Case plans and placement history (case worker’s Court Report, Safety Plan, or DDA case plan) |  |  |  |  |  |
| 1520 | Identify and meeting specific cultural and religious needs |  |  |  |  |  |
| 1520 | School records (including Individual Education Plan – (IEP) |  |  |  |  |  |
| 1720 | Social summary for child within 72 hours but no longer than 30 days |  |  |  |  |  |
| 1725 | Treatment plan by 30th day in care and then quarterly |  |  |  |  |  |
| 1730 | Suitable education plan (including vocational training for children not completing HS). |  |  |  |  |  |
| 1735 | Developmental Activities (physical, mental, social, and emotional) |  |  |  |  |  |
| 1520 | Medical / Health historyWell child DateDental DateVision DateAllergies, if applicable |  |  |  |  |  |
| 1520 | Mental health history and issues. Medical and psychological reports (when available). |  |  |  |  |  |
| 1520 | Immunizations documentation (if child’s placement exceed 72 hours) |  |  |  |  |  |
| 1520, 1845 | Medical and Emergency surgical consents or court order |  |  |  |  |  |
| 1855 | Psychotropic meds consent (parent, court order, youth 13 yrs. or older and competent to provide own consent, or case worker if legally free) |  |  |  |  |  |
| 1835, 1840 | Initial health screen when the child first enters out-of-home care (within five days) and annual physical exam (within 30 days of placement) contact the child’s case worker |  |  |  |  |  |
| 1855 | Medication disbursements documented |  |  |  |  |  |