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|  | DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)LICENSING DIVISION (LD)Overnight Youth Shelters 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** |
| CODE | WAC 110-145RCW 74.15 | DESCRIPTION | COMMENTS |
|  | 1325 | Application is complete* Completed Criminal History check
* For applicant, staff, intern,
* Volunteer or board member who Is:
	+ - At least 16 y/o,
		- Is not a foster child,
		- Has unsupervised access to Youth
		- TB test
		- First Aid
		- CPR
		- HIV/AIDS and Blood Borne Pathogens training
 |  |
|  | 1355 | Local ordinances must be met |  |
|  | 1365 | Capacity |  |
|  | 1380 | Agency does not hold another license at same facility |  |
|  | 2115 | Citizens Board must comply with rules of non-profit boards of directorsShelter must keep names of board members, articles of incorporation on file0 |  |
| **Program Policy and Procedures** |
|  | 1300 | Staff must ensure youth in care are safe from abuse and neglect |  |
|  | 1335, 1735, 2080 | **Program Description that outlines the following:*** Number of children
* Ages of children served
* Services you will provide to children and families
* Plan to coordinate with community partner
* Safety and supervision for each child
 |  |
|  | 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  |  |
|  | 1520-1530 | Confidentiality of Records and Policy |  |
|  | 1535 | Report all incidents of abuse and neglect per RCW 26.44, WAC and CA policies. Written policies and procedures for incident reporting per WAC and CA policy |  |
|  | 1545 | Reporting requirements when serving runaway or homeless youth |  |
|  | 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  |  |
|  | 1550 | **Changes to report to Licensor:*** Location of facility or space
* Phone number
* Changes to program description or population served
* Change in structure of facility
* Additional staff having unsupervised contact with children in care
* Staff arrests or convictions
* Any staff changes
* Death, retirement, or incapacity of the licensee
* Change in name of licensed corporation
 |  |
|  | 1650 | No alcoholic beverages, marijuana, or illegal drugs on site |  |
|  | 1655 | Non-smoking policy |  |
|  | 1700 | Orientation for children into facility |  |
|  | 1705 | Youth’s religion is to be respected. Youth has right to practice own faith |  |
|  | 1710 | Non-Discrimination Policy |  |
|  | 1775 | Child’s money and personal belongings returned to child at discharge |  |
|  | 1615, 1780 | Agency provides necessary clothing and hygiene products |  |
|  | 1785 | Privacy for children policy  |  |
|  | 1875 | Accepting medication from parent or guardian |  |
|  | 1880 (2)(4) | Only children who are physically and mentally capable administer own medications |  |
|  | 2080 | Ages Served: 13-17 years or 16-21years |  |
|  | 2085 | Youth are self-referred |  |
|  | 2095 | **Youth Entering:*** Determine if parents are aware of youth’s whereabouts
* Follow reporting requirements WAC 110-145-545

For children 12 and YOUNGER, notify police or Children’s Administration intake if unaccompanied by an adult |  |
|  | 2100 | **Services offered to youth:*** Individual crisis intervention
* Assistance accessing emergency resources, including CPS and emergency medical services
* Resource information
* Educational / vocational services
* Housing information
* Medical care or services
* Substance abuse services
* Mental health services
* Other treatment services
* Food programs
* Disability services
* Other DCYF services

**NOTE:** If the overnight youth shelter cannot directly provide these services, staff must have information for referrals to programs or organization that can provide the services |  |
|  | 1510, 1635 | Control of infections must be written and include: * Isolation of sick children/germ control
* Hygiene
* Prevention of the transmission of communicable disease
* First Aid
* Care of minor illnesses
* General practices and necessary actions for medical / health emergencies
* Maintain results of TB test at facility
 |  |
|  | 1635 | Staff with communicable disease must not work until doctor has given approval and licensor must be notified |  |
|  | 1635 (7) | If licensed to care for thirteen or more, you must arrange to have one of the following people develop and review medication management and medical policies and procedures:* Advisory Physician
* Physician’s Assistant
* Registered Nurse
 |  |
|  | 1765 | Child work assignments |  |
|  | 1850 | Youth’s medication(s) are to be locked and unavailable to other youth. |  |
|  | 1855-1865 | Staff give medications according to prescription and non-prescription medications according to instructions |  |
|  | 1870 | Medications are properly disposed |  |
|  | 1875 | Accepting medication from parent or guardian |  |
|  | 1880 (2)(4) | Only children who are physically and mentally capable administer own medications |  |
|  | 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 6 months
* Home canned foods cannot be fed to children
 |  |
|  | 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 |  |
|  | 1820 | Staff must be trained in accordance to department’s behavior policy before restraining youth |  |
|  | 1820 | If youth’s behavior poses risk, staff must re-direct or de-escalate youth before using restraint.  |  |
|  | 1820 | Unacceptable restraints:* Mechanical restraints
* Locked time-out rooms
* Restraints that restrict breathing or inflict pain as strategy
	+ Restriction of body movement
	+ Sleeper holds
	+ Arm twisting
	+ Hair holds
	+ Chocking
	+ Chemicals like pepper spray
 |  |
|  | 1825 | Executive director or program supervisor must review all restraint incidences and report if meets criteria in WAC 110-145-1535 |  |
| **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 |  |
|  | 1320 | Director must be 21 years or older. |  |
|  | 1330 | All staff must not have history of Founded CA/N or disqualifying Criminal History |  |
|  | 1425-1445, 1455,1460, 14701475  | Executive Director, on-site program manager, case management staff, direct care staff, consultants, and volunteer qualifications  |  |
|  | 1465 | Agency has sufficient support and administrative staff |  |
|  | 1475 | Volunteers must work shifts with fully trained staff, unless volunteer meets qualifications for direct care staff. |  |
|  | 1480 | **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
 |  |
|  | 1490 | Required pre-service training (16 hours) prior to having unsupervised contact with children:* Mandatory reporting requirements
* Incident reporting
* Community resources
* Confidentiality
* Behavior Management
* Fire safety/emergency procedures
* Current First Aid, CPR, HIV/AIDS/Blood Borne Pathogen

**NOTE: See full list in WAC** |  |
|  | 1495 | In-service training or on-going (24 hours annually) must cover qualifications for each position, including supervisory skills, and adolescent development. Must include:* Sexual abuse,
* Predatory behaviors,
* Substance abuse,
* Depression,
* Mental health,
* Teen suicide
* Injurious behavior toward self or others
* Cultural sensitivity

**NOTE: See full list in WAC** |  |
|  | 1500-1510 | All staff who provide supervision or direct care to children must have completed:* Background Check
* TB test
* CPR/First Aid
* HIV/AIDS /BBP
 |  |
|  | 1750 | Supervision must be appropriate for the child’s age and developmental level |  |
|  | 2090 | **Staff Ratios:** Agency licensed for youth 13-17 years of age must have staff ratio to youth 1:8Agency licensed for youth 16-21 years of age Must have staff ratio to youth 1:6Must maintain staffing ratio while youth asleepIf one staff is required to be on duty, second staff must be available to respond in ½ hour |  |
|  | 2090 | Shelter must maintain ratio when youth asleep. At least one (1) staff must be awake at night. Sleeping staff must be on-site. If only one (1) staff, an on-call staff must be available. |  |
|  | 2105 | Youth under 18 years are to be separate from youth over 18 by supervision or physical barrier. |  |
| **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 | Post license in clear view |  |
|  | 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 requirements |  |
|  | 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
* Storage and preparation of food meets health standards
* Kitchen/bathroom flooring
* Doors must be easy to open from inside and out
 |  |
|  | 1555,1570,1595,1600 | **Room Requirements**:* Bedrooms
* Dining room
* Living room
* Kitchen
* Indoor recreational area
* Administrative office or area
* Private visiting area
 |  |
|  | 1600, 1605, 2105 | **Bedrooms:** * Adequate ceiling height
* Window opens to the 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
* Number of beds allowed are done in consultation DOH
 |  |
|  | 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 nonskid pads
* One toilet-urinal/sink per eight persons, in group care facilities licensed for five or less
* Two or more toilets with hand washing sinks in group care facilities licensed for six or more
 |  |
|  | 1555, 1615 | Facilities and bathrooms are adequately ventilated |  |
|  | 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 by temperature or chemicals
 |  |
|  | 1625 | Electronic monitoring is prohibited |  |
|  | 1630 | Time-delay on windows and doors, if used must have written approval.  |  |
|  | 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
 |  |
|  | 1880 | **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
* 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 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)Child Checklist for OvernightYouth Shelters |  |
| DATE |
| AGENCY NAME |
| REVIEWER(S) | NUMBER IN PLACEMENT |
| WAC 110-160 | DESCRIPTION | CHILD NAME | CHILD NAME | CHILD NAME | CHILD NAME | CHILD NAME |
| 1520 | DOB: Date of placement: |  |  |  |  |  |
| 1520 | Daily attendance/progress log |  |  |  |  |  |
| 2095 | Parent information and contact (if possible) |  |  |  |  |  |
| 2100 | **Intake Assessment**Emergency contactsAreas of possible problemsHistory of Assault or predatory BxD/A involvementOutstanding warrantsImmediate counseling needs (and options for the near future)**NOTE: See WAC for full requirements** |  |  |  |  |  |
| 2100 | Crisis intervention services  |  |  |  |  |  |
| 2100 | Resource information provided  |  |  |  |  |  |
| 2095 | Determine if parent is aware of child’s whereabouts and proper reporting |  |  |  |  |  |

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|  | DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)LICENSING DIVISION (LD)Personnel File Checklist |  |
| DATE |
| AGENCY NAME |
| REVIEWER(S) | 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) |  |  |  |  |
|  | 1420-1430, 14401445,1455,1460 | Education (degrees, transcripts), skills, experience documented |  |  |  |  |
|  | 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 CAN Statement Signed |  |  |  |  |
|  | 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
 |  |  |  |  |