

# ESIT Multi-Stage Reentry Plan Checklist

ESIT PA Name, County: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

Review Date: \_\_\_\_\_

C/I/A (Complete/Incomplete/Absent)

Reentry Plan Components	C/I/A	Stages	Comments
Plan approved by ESIT PA governing body.		All	
Plan submitted to CLA, if applicable.		All	
Plan submitted to DCYF ESIT state office at <a href="mailto:esit.reports@dcyf.wa.gov">esit.reports@dcyf.wa.gov</a> .		All	
<b>Equity</b>			
Description of how equitable services will be provided, based on individual child and family needs.		All	
Plan for tracking, reviewing, and reporting, upon request, data on race and ethnicity of children receiving in-person vs. virtual services, to identify potential disparities.		All	
Plan for addressing family transportation needs if in-person visits cannot take place in the home (bus passes, cab vouchers, etc.).		All	
Plan for addressing family technology needs, if services must be provided virtually (tablets, internet connectivity, etc.).		All	
Plan for ensuring virtual and in-person language access for all families via remote and in-person interpretation.		All	
<b>Staff Training</b>			
Training plans and procedures to ensure staff are following protocols for: <ul style="list-style-type: none"> <li>• CDC standard precautions</li> <li>• Employee and family health screening</li> <li>• DOH masking requirements</li> <li>• Physical distancing</li> </ul>		All	



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

Original Date: July 30, 2020 | Revised Date: March 3, 2021; Sept. 7, 2022

Prevention and Client Services Division | Approved for Distribution by Laurie Thomas, ESIT Program Administrator

<b>Reentry Plan Components</b>	<b>C/I/A</b>	<b>Stages</b>	<b>Comments</b>
Plan for professional development opportunities for staff regarding providing effective family coaching.		All	
Plan for professional development opportunities for staff regarding providing high-quality virtual services.		All	
Plan for communicating and enforcing employee vaccine requirements, exemptions, and accommodations.		All	
<b>Communication with Families</b>			
Protocol for communicating COVID-19-related policies and protocols to staff and families, including the location where written information can be accessed.		All	
Procedure for preparing families for possible future adjustments related to COVID-19, including possible changes in service delivery settings and methods.		All	
Procedure for promptly informing families of a change in PA COVID-19-related policies and protocols.		All	
Protocol for informing families receiving in-person services if their ESIT provider reports exposure to or infection with COVID-19.		All	
Protocol for family receiving in-person services to inform PA regarding exposure to or infection with COVID-19.		All	
A written set of shared expectations between the PA and the families regarding risk reducing procedures (e.g., masking, vaccination, health screening, etc.).		All	
Plan for informing families of their various options for in-person and virtual service delivery at each Stage.		All	
Family completion of form for informed consent to virtual services, as needed.		All	
Protocol for referring families to the PA dispute resolution procedures and ESIT dispute resolution procedures.		All	
Protocol for documenting when family is offered, but declines, in-person services.		3	
Prior Written Notice if family will be offered fewer than one in-person service per month.		3	
<b>Identifying Risk</b>			
Plan for identifying staff who might be particularly vulnerable to risks of infection and plan for how they will be protected during service provision.		All	

Reentry Plan Components	C/I/A	Stages	Comments
Plan for identifying children and family members who might be particularly vulnerable to risks of infection and plan for how they will be protected during service provision.		All	
Written guidelines for evaluating the safety of a proposed service setting (number of people, ability to distance, ventilation, etc.) prior to the visit.		All	
<b>Infection Prevention</b>			
Protocol for health screening service providers for symptoms or risks.		All	
Protocol for health screening of families for symptoms or risks.		All	
Protocol following current DOH masking requirements.		All	
Protocol following <a href="#">CDC standard precautions</a> including: <ul style="list-style-type: none"> <li>Washing or disinfecting hands before and after sessions</li> <li>Personal protective equipment protocols, including masks</li> <li>Cough etiquette</li> <li>Limits on the number of items used during sessions and disinfection protocol for those items.</li> </ul>		All	
Additional infection prevention precautions for unvaccinated and accommodated provider staff.		All	
Written procedures for enhanced infection control when engaged in in-person services. For example: <ul style="list-style-type: none"> <li>Enhanced family and staff health screening and testing</li> <li>Response if someone is found to be symptomatic in the home</li> <li>Enhanced PPE precautions (mask type, gloves, etc.)</li> <li>Strategies for maintaining 6-foot distance, as much as possible</li> </ul>		Vaccinated staff: Stages 1 & 2  Unvaccinated Staff with Accommodations: All Stages	
<b>Settings</b>			
Documentation that natural environments were considered first in IFSP planning.		All	
Documentation of consideration of family's concerns, priorities, and resources in determining location of services.		All	
Plan for identifying safe service locations where the environment is controlled and safe for provider and family. Outdoor locations such as parks or family yard should be considered as a first option. Other options include a managed and highly ventilated room such as a doctor's office, church, or PA office.		1, 2	
Limit the number of provider home visits per day.		1, 2	
Guidance to avoid crowded community settings.		1, 2	
Limit the number of people in the in-person session.		1, 2	

