| CCRSS PROVIDER NAME | CERTIFICATION NUMBER |
| --- | --- |
| RCS CONTRACTED EVALUATOR / STAFF NAME | CERTIFICATION EVALUATION DATE(S) |
|  |
|  |  AGING AND LONG-TERM SUPPORT ADMINISTRATION (ALTSA) ATTACHMENT N RESIDENTIAL CARE SERVICES CERTIFIED COMMUNITY RESIDENTIAL SERVICES AND SUPPORTS (CCRSS) **CCRSS** **Certification Evaluation Administrator Record Review and Interview** |
| **Record Request (this checklist is a tool as to what records may be requested, boxes are not required to be checked)** |
| [ ]  Staff list and location of staff records[ ]  Updated Client Characteristic Roster ([DSHS 10-691](https://www.dshs.wa.gov/office-of-the-secretary/forms?field_number_value=10-691&title=) optional resource for provider – they may choose to provide the same information in their format of choice)[ ]  Provider insurance[ ]  Organizational chart[ ]  Client records in sample and location (IISP, MARs, ETR / ETPs, PBSP and FA, if applicable)[ ]  Cost report | [ ]  Community Protection Program (CPP) site approvals (if applicable)[ ]  Incident reports (previous 24 months) and location[ ]  Policies and procedures[ ]  Emergency and disaster plan[ ]  Infection Prevention and Control procedures[ ]  Other (specify):  |
| **Administrator (or Designee) Interview Questions** |
| STAFF NAME | DATE | TIME[ ]  AM [ ]  PM |
| Are there currently any communicable disease outbreaks? Are there any safety concerns (neighborhood safety, bed bugs, lice)? Do any clients work for your agency? Does the agency loan money to clients? How do you make sure shared expenses are completed equitably/timely? Are any agency funds combined with client funds? How do you handle cash accounts and client credit / debit / gift cards? Are there any stolen, lost, or damaged records? How do you maintain property records? Do persons who are not clients live with clients? If so, do you provide support to non-clients? How do you notify DDA of accounts over $1700 and when clients pay for health services?  Do you support any non-CPP clients with CP Clients? If yes, is there Non-CPP client approvals? What is your policy on staff following Mandatory Reporting? Any irregularities (issues / theft / staff, etc.) that would be helpful for us to know about? Who is your Resource Manager? Verify client sample, addresses, and verify when they will be home with staff: Will any clients be upset by our visit?  |
| **Notes** |
|  |
| **Provider Insurance** |
| Total Number of vehicle(s) owned by provider: Are agency vehicles insured? [ ]  Yes [ ]  No (notify FM if no insurance)Name of insurance agency:  Expiration:  |
| Agency Insurance – two million coverage or 3 million coverage for CPP providers? [ ]  Yes [ ]  No (notify FM if no insurance)Name of insurance agency:  Expiration:  |
| **Infection Prevention and Control (IPC) Provider Information; explain in Notes any answer marked “No.”** |
| **Are there written Infection Control Policies and Procedures** to prevent the spread of infection: YES NO* Standard precautions [ ]  [ ]
* Transmission based precautions [ ]  [ ]
* Reference to national, state, and/or local standards [ ]  [ ]
* Outbreak management [ ]  [ ]

**Respiratory Protection Program** (only required for GH or GTH, or if in Provider Policy) [ ]  N/A* Written program [ ]  [ ]
* Medical evaluation to wear an N95 respirator [ ]  [ ]
* Training (annual and on hire) [ ]  [ ]
* Fit testing (initial, annual, after physical change) [ ]  [ ]
* Record keeping (medical clearance, training, fit test results) [ ]  [ ]

**Sick Leave Policies** – non-punitive, flexible, requires ill staff to stay home [ ]  [ ] **Contingency Staffing Plans** – how homes are staffed during a crisis [ ]  [ ] **Staff and Client Education** to prevent the spread of infection [ ]  [ ] **IPC Supplies** – provider ensures:* Personal Protective Equipment (PPE) supplies in each home for clients, staff, and visitors(gowns, masks, gloves) [ ]  [ ]
* Alcohol Based Hand Rub (ABHR) and hand hygiene products available for clients, staff, and visitors [ ]  [ ]
* Environmental Protection Agency (EPA) registered products and cleaning of high touch areas [ ]  [ ]
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| **Notes** |
|  |
| **IPC Resource Links** |
| * [Standard Precautions](https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html)
* [Centers for Disease Control (CDC) Return to Work Guidance for Healthcare Workers](https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html)
* [Outbreak definition](https://preparedness.cste.org/wp-content/uploads/2020/11/HC-Outbreak-Definition.pdf)
* [Respiratory Protection Program](https://app.leg.wa.gov/WAC/default.aspx?cite=296-842)
* [Washington State Local Health Departments and Districts](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.doh.wa.gov%2FAboutUs%2FPublicHealthSystem%2FLocalHealthJurisdictions&data=05%7C01%7Cmillie.brombacher%40dshs.wa.gov%7Cc1bf499e0bb1419144d908daf36d8208%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638089949418399924%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=AJ0lvJ8a0e4quRtA09NeDflQ5RQIL4kVGTxeU%2F6q5M0%3D&reserved=0)
* [ALTSA Provider / Administrator Letters](https://www.dshs.wa.gov/altsa/residential-care-services/altsa-provider-letters?type=CRS&field_date_value%5Bvalue%5D%5Byear%5D=&subject=)
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