

### 1 Provide Residential Child-Caring Facility details

Facility name: \_\_\_\_\_

Facility address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone (xxx-xxx-xxxx): \_\_\_\_\_ Fax (xxx-xxx-xxxx): \_\_\_\_\_

Licensed capacity: \_\_\_\_\_

Fire inspection report date: \_\_\_\_\_ Health inspection report date: \_\_\_\_\_  
(dd/mm/yyyy) (dd/mm/yyyy)

Insurance expiry date: \_\_\_\_\_  
(dd/mm/yyyy)

### 2 Provide licensing details

Licensee name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone (xxx-xxx-xxxx): \_\_\_\_\_ Fax (xxx-xxx-xxxx): \_\_\_\_\_

Licensing Officer name: \_\_\_\_\_

Inspection date: \_\_\_\_\_ Number of pages: \_\_\_\_\_  
(dd/mm/yyyy)

3 Proceed to Residential Child-Caring Facility Annual Licensing Checklist on page 2

## Residential Child-Caring Facility Annual Licensing Checklist

Yes	No	NA	Section 1 - Policy and Procedures Manual	POL #
			Any new or revised policies require approval of the Direct. Placement Services	p.9.1.1(3)
			Facility's procedures manual is reviewed every two years	p.9.1.1 (1)
			P & P Manual includes a Confidentiality policy	p.9.1.1(2a)
			P & P Manual includes a Code of conduct and disciplinary policy	p.9.1.1(2b)
			P & P Manual includes Reporting allegations of child abuse	p.9.1.1(2c)
			P & P Manual includes Critical incidents	p.9.1.1(2d)
			P & P Manual includes Serious occurrences	p.9.1.1(2e)
			P & P Manual includes Missing child	p.9.1.1(2f)
			P & P Manual includes Police involvement	p.9.1.1(2g)
			P & P Manual includes Occupational Health and Safety	p.9.1.1(2h)
			P & P Manual includes Violence in the workplace	p.9.1.1(2i)
			P & P Manual includes Discipline policy	p.9.1.1(2j)
			P & P Manual includes Health precautions	p.9.1.1(2k)
			P & P Manual includes Communicable diseases	p.9.1.1(2l)
			P & P Manual includes Smoke free policy	p.9.1.1(2m)
			P & P Manual includes Prohibited items	p.9.1.1 (2n)
			P & P Manual includes Rights and Responsibilities of children	p.9.1.1 (2o)
			P & P Manual includes Information to parents	p.9.1.1 (2p)
			P & P Manual includes Child complaints	p.9.1.1 (2q)
			P & P Manual includes Employee complaints	p.9.1.1 (2r)
			P & P Manual includes Child privacy, personal possessions and mail	p.9.1.1 (2s)
			P & P Manual includes Private communication with family or advocates	p.9.1.1 (2t)
			P & P Manual includes Night duty employees	p.9.1.1 (2u)
			P & P Manual includes Retention of child records	p.9.1.1 (2v)
			P & P Manual includes Access, use and maintenance of child records	p.9.1.1 (2w)
			P & P Manual includes Safe and proper storage of child records	p.9.1.1 (2x)
			P & P Manual includes Admission and discharge procedures	p.9.1.1 (2y)
			P & P Manual includes Nutrition	p.9.1.1(2aa)
			P & P Manual includes Medical and dental care of children	p.9.1.1(2bb)
			P & P Manual includes Medication Administration	p.9.1.1(2cc)
			P & P Manual includes Emergency evacuation procedures	p.9.1.1(2dd)
			P & P Manual includes Fire inspection and drills	p.9.1.1(2ee)
			Policy that all drivers have a license & abide by car seat/seat belt laws	p.10.1.3(1)
			Policy that employees provide driver's abstract and license annually	p.10.1.3(2)
			Policy that all vehicles (+5) meet semi-annual safety inspection	p.10.1.3(4)
			Procedure for participation in cultural, religious, racial, language & religion	p.1.2.3(1)
			Written procedure regarding children's rights to personal possessions	p.4.3.7(4a)
			Written procedure regarding items not permitted in the facility	p.4.3.7(4b)
			Written procedure for hearing and responding to child complaints	p.5.2.1(1)
			Written procedure for resolving employee complaints*	p.5.2.2(1)
			Written procedure for conducting personal searches	p.5.3.4(1)
			Written procedure regarding children's right to receive & send correspondence	p.5.3.3
			Written procedures that provide direction regarding police involvement	p.9.2.7

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Yes	No	NA	Section 2 – Critical Incidents and Serious Occurrences	POL #
			Critical incident procedures are easily accessible to employees	p.9.2.4 (1)
			Record agency notified of critical incident within 24 hours on child's file*	p.9.2.4(3a)
			Record critical incident form provided to agency within 72 hours*	p.9.2.4(3b)
			Record of report outlining incident, follow-up & status provided within 2 weeks*	p.9.2.4(3c)
			Serious Occurrences procedures easily accessible to employees	p.9.2.5(1)
			Record agency notified of serious occurrence within 24 hours*	p.9.2.5(3a)
			Record of serious occurrence includes date, time, name of persons contacted*	p.9.2.5(3b)
			Record that Serious Occurrence Report Form sent to placing agency in 72 hours	p.9.2.5(3c)
			Serious Occurrence Report Forms kept on child's file	p.9.2.5(7)

Yes	No	NA	Section 3 – Restraints and Missing/Lost Children	POL #
			Record that child's social worker notified of a restraint within one work day	p.6.1.6(1)
			Use of Physical Restraint Form completed by employee involved	p.6.1.6(2)
			Record that Use of Physical Restraint Form sent to DCS staff*	p.6.1.6(2)
			Written summary of any possible violations of restraint policy forwarded to DCS*	p.6.1.6(3)
			Record of Quarterly Report of restraints sent to Director, Placement Services*	p.6.1.6(6)
			All incidents of restraints must be cited in Child's Daily Log	p.6.1.6(8)
			A copy of all Use of Physical Restraint forms must be kept in child's file	p.6.1.6(11)
			Written Record of safety plan for children in the event they go missing	p.9.2.6(2)
			Plan includes who is responsible for notifying police, agency, family & others	p.9.2.6(1)
			Record in child's log that agency notified of missing child within 2 hours*	p.9.2.6(5)
			Written record that police are notified of missing child within 24 hours*	p.9.2.6(4)
			All missing, lost, runaway or absent children reports kept on child's file	p.9.2.6(7)

Yes	No	NA	Section 4 - Facility Records	POL #
			Facility has an organization model that is current and updated annually	p.2.1.2 (1)
			Written description of programs offered and reviewed annually*	p.1.2.2 (5)
			Position descriptions developed, implemented and maintained*	p.2.2.1
			Written record of current liability insurance coverage	p.2.5.1
			Facility must have a minimum of 2 staff on duty overnight*	p. 2.2.2 (1)
			Facility must have a minimum staffing ratio of 1 staff to 4 children*	p. 2.2.3(1)
			Facility must have a records management program	p.3.2.1
			Written documentation kept with respect to children's monies*	p.2.5.4(1)
			Children must sign a receipt when money received & receipt retained by facility	p.2.5.4(2)
			A file must be maintained of all complaints received	p.5.2.1(4)
			Copy of Provincial Protocol for Reporting Allegations of Abuse is accessible	p.9.2.3(2)
			All allegations of abuse must be reported using the Child Abuse Reporting form	p.9.2.3(1)
			Written record that menus have been evaluated by a dietician every 2 years	p.4.1.1(5b)
			Written record of any occurrences of communicable diseases	p.9.2.12(3)
			Annual plan to provide training in the CPI Intervention Model	p.6.1.4(3)

## Residential Child-Caring Facility Annual Licensing Checklist

Yes	No	NA	Section 5 - Fire and Safety	POL #
			Emergency Evacuation Plan must include specified exit routes	p.10.1.1(1a)
			Emergency Evacuation Plan must include a gathering place for the children	p.10.1.1(1b)
			Emergency Evacuation Plan must include 911 procedures	p.10.1.1(1c)
			Emergency Evacuation Plan must include a clearly posted civic number	p.10.1.1(1d)
			Emergency Evacuation Plan must include alternative accommodations	p.10.1.1(1e)
			Emergency Evacuation Plan must be posted in a frequently accessed area	p.10.1.1(4)
			Emergency Evacuation Plan is revised and exercised every 3 years with fire dept.	p.10.1.1(5)
			Directory of personnel involved in execution of the plan is maintained & current	p.10.1.1(6)
			Written confirmation that Evacuation Plan is deemed adequate by Fire Dept.	p.10.1.1(7)
			Facility must have a business continuity plan	p.10.1.2
			Emergency numbers posted in an accessible area and close to the phone	p.10.2.1(1)
			Record of annual fire inspection and compliance with any deficiencies	p.10.2.1(2)
			Written record of monthly fire drills including date and time*	p.10.2.3(3b)
			Monthly fire drills use alarm, 50% are at night & 1/year between 12am&5am	p.10.2.3(2)
			Flammable liquids and paint supplies are kept in locked containers	p.10.2.4(a)
			All poisonous and hazardous substances are kept in locked containers	p.9.2.11(a)
			Firearms are not kept on the premises	p.9.2.11(c)
			Sprinkler heads and fire detector heads are not painted	p.10.2.4(b)
			Exits are clear and unobstructed	p.10.2.4 (c)
			Daily inspection includes kitchen equipment and laundry area	p.10.2.4(1a)
			Daily inspection includes ensuring fire doors are closed and exits clear	p.10.2.4(1b)
			Daily inspection includes checking battery indicator in smoke detectors	p.10.2.4(1c)
			Daily inspection includes checking charging dates & condition of extinguishers	p.10.2.4(1d)
			Daily inspection includes ensuring fire route signs are posted*	p.10.2.4(1e)
			A record of each daily inspection is kept in the Daily Log of the facility	p.10.2.4(1f)
			Monthly inspection includes inspection of all safety equipment*	p.10.2.4(2a)
			Monthly inspection includes inspection of battery operated smoke detectors	p.10.2.4(2b)
			Monthly inspection includes fire extinguishers are undamaged and in place	p.10.2.4(2c)
			Monthly inspection includes checking of the emergency power system	p.10.2.4(2d)
			Annual inspection includes installation of new batteries in each smoke detector	p.10.2.4(3a)
			Annual Inspection includes inspection of the fire alarm system*	p.10.2.4(3b)
			Annual inspection includes inspection of the portable fire extinguishers	p.10.2.4(3d)
			Annual inspection includes inspection of sprinkler systems	p.10.2.4(3e)
			Annual inspection includes servicing of generator and generator set	p.10.2.4(3f)
			Annual inspection includes inspection of emergency lighting	p.10.2.4(3g)
			Annual inspection includes inspection of fuel fired appliances, chimney & flues	p.10.2.4(3h)
			Drinking water is sanitary and adequate for the requirements of the facility	p.9.2.11(e)
			Facility meets requirements of appropriate authorities*	p.9.2.11(f)
			Electrical system must be inspected by a licensed electrician every 5 years	p.10.2.4(4)

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Yes	No	NA	Section 6 – Video Surveillance	POL #
			Director, Placement Services must approve use of Video Surveillance Systems	p.5.3.5
			Video Surveillance must not be installed in bedrooms or bathrooms	p.5.3.5(e)
			Signs notifying public of video surveillance must be prominently displayed*	p.5.3.5(f)
			Video Monitors must not be located in a position that enables public viewing	p.5.3.5(g)
			Logs are kept of all instances of access to, and use of, recorded material	p.5.3.5(h)
			Storage Retention Log form is completed before video is disclosed to authorities	p.5.3.5(i)
			Staff trained on Video Surveillance policy and reviewed annually.	p.5.3.5(l)
			Video Surveillance policy reviewed every two years	p.5.3.5(l)

Yes	No	NA	Section 7 – Physical Observation	POL #
			Resident monies retained in a secure location	p.2.5.4(3)
			All records are kept in a secure place	p.3.2.2(1)
			Recreation, living and dining areas are appropriately furnished	p.4.3.1(1)
			The exterior and interior of the building must be kept in good repair	p.4.3.1(2)
			Space for private communication between children & social worker/family/advocate	p.4.3.1(3)
			Facility temperature is kept at a comfortable level	p.4.3.2(1)
			Thermostat on the water heater is not greater than 52°C or 125.6°F	p.4.3.2(2)
			All bedrooms must have a window	p.4.3.3(a)
			No basement area can be used for a bedroom	p.4.3.3(b)
			Minimum bedroom area of 6.55 square metres (70 square feet)	p.4.3.3(c)
			Each child has their own bed & a clean mattress suitable to their age & size	p.4.3.3(d)
			Each child has bedding suitable to the weather and climate	p.4.3.3(d)
			All bedding must be washed when soiled and sheets must be washed once each week	p.4.3.3(e)
			No child shares a bedroom with another child of the opposite sex*	p.4.3.3(f)
			Record that placing agency was consulted if siblings are sharing a bedroom	p.4.3.3(g)
			Furnishings must reflect safety standards and not be used as a weapon	p.4.3.3(h)
			Windows must have adequate window coverings	p.4.3.3(i)
			Bedrooms are adequately furnished and have storage space for personal belongings	p.4.3.7(1)
			Each child must have clean towels and face cloths	p.4.3.4(1a)
			Personal hygiene spaces and rooms are cleaned each day	p.4.3.5(1)
			One sink with hot & cold water and one flush toilet for every five residents	p.4.3.5(1a)
			Where there is more than one toilet, each must be in a separate compartment	p.4.3.5(1b)
			One bath and one shower for every five residents	p.4.3.5(1c)
			Where there is more than one bath/shower, each must be in a separate compartment	p.4.3.5(1d)
			Bathroom door locks must be capable of being opened from the outside by staff	p.4.3.5(2)
			Bathrooms must be in a convenient area for easy access by children	p.4.3.5(3)
			Bathing & toilet areas must be cleaned daily & have a garbage lined with a bag	p.4.3.5(4)
			96 square feet of recreational space per resident on the site	p.4.3.6(1)
			Outdoor play space is maintained in a safe and sanitary condition	p.4.3.6(2)
			Outdoor play space is accessible to all including those with diverse abilities	p.4.3.6(3)
			Written approval for an alternative arrangement for outdoor recreation space	p.4.3.6(4)
			Each child has a lockable area for storage of small personal items	p.4.3.7(4c)
			The Purpose Statement must be placed in a conspicuous location	p.9.1.2

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			Management of Harmful Behaviour Policy must be posted in a conspicuous location	p.6.1.3(1)
			All medications are kept locked at all times	p.4.2.2(7b)
			Temperature and lighting in the medication storage area is appropriate	p.4.2.2(7c)

Yes	No	NA	Section 8 - Administrator Interviews	REG #
			Licensee states that a supervisor is available as required afterhours	p.2.1.3 (a)
			Licensee states the facility complies with the CFSA, regulations and policies*	p.2.1.3 (b)
			Licensee is responsible for the management of the facility including training*	p.2.1.3 (c)
			Licensee states how they oversee employees planning & supervision of programs*	p.2.1.3 (d)
			Licensee states how they ensure there is an employee to act on their behalf	p.2.1.3(e)
			Licensee states how they ensure a sufficient number of employees*	p.2.1.4 (f)
			Licensee is able to indicate who can and cannot be included in the staff ratio*	p.2.1.4(h)
			Licensee must ensure there is an orientation for volunteers/student placements	p.2.1.4(i)
			Licensee must ensure there is a mentor and supervisor for each volunteer/student	p.2.1.4(j)
			Licensee indicates how staff understand needs of children in relation to food*	p.4.1.1(1)
			Licensee states which employee is the designated Supervisor of Food Services	p.4.1.1(4)
			Licensee states what on-going NVCI training opportunities are provided*	p.6.1.4(5)
			Licensee reports that staff show proof of valid Motor Vehicle Inspection*	p.10.1.3(5)
			Licensee reports if they use Electronic Searching devices	p.5.3.4(5)
			Licensee reports what considerations are taken when using searching devices*	p.5.3.4(6)
			Licensee reports process for restricting communication between child & family	p.5.3.1(4)
			Licensee reports that no child is detained in a locked room*	p.8.1.1
			Licensee reports only designated staff are permitted to administer medication	p.4.2.2(2)

Yes	No	NA	Section 9 – Staff Interviews	REG #
			Staff indicate awareness that night staff must remain awake while on duty	p.2.2.4(b)
			Staff report that visual checks of the children occur throughout the night	p.2.2.4(c)
			Staff describe how meal routines are conducted*	p.4.1.1(2)
			Staff describe the process for administering medication*	p.4.2.2(5)
			Staff indicate personal protective equipment is available for handling laundry*	p.4.3.4(2)
			Staff report how they collect laundry to prevent contamination	p.4.3.4(3)
			Staff report that they respect children's privacy by knocking on bedroom doors	p.4.3.7(4e)
			Staff report they receive on-going training opportunities in NVCI every 3 months	p.6.1.4(5)
			Staff report that Use of Physical Restraint forms are reviewed by Supervisor	p.6.1.6(9)
			Staff report that Use of Physical Restraint forms are reviewed by NVCI trainer*	p.6.1.6(10)
			Staff identify employee in charge of fire alarm procedures for the shift	p.10.1.1(2)
			Staff identify awareness of children's transportation plans	p.10.1.3(8)
			Staff report that vehicles have a first aid kit when transporting children	p.10.1.3(9)
			Staff report that 2 people are present during personal searches of children*	p.5.3.4(3)
			Staff report they have access to the Code of Conduct	p.9.2.2 (2)
			Staff report location of facility's policy & procedures on reporting child abuse	p.9.2.3 (2)
			Staff report that no child is detained in a locked room*	p.8.1.1
			Staff state who is responsible when the CAO is absent	p.2.1.3(e)
			Staff report residents received orientation on their rights & responsibilities	p.5.1.1(1)

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			Staff report DCS' position regarding the use of corporal punishment	p.6.1.1
			Staff report location of Management of Harmful Behaviour Policy Statement	p.6.1.3(1)
			Staff report that they are offered debriefing after a restraint is used	p.6.1.5(2)
			Staff indicate how they understand the needs of children in relation to food	p.4.1.1(1)
			Staff report who is responsible for daily menus and special diets	p.4.1.1(5a)
			Staff report regular meal time and staff and children eat together	p.4.1.1(2)
			Staff report they never give medication prescribed to one child to another child	p.4.2.2(4)
			Staff report they have access to the Communicable Disease Manual	p.9.2.12(1)
			Staff report they are instructed in evacuation and fire drill procedures	p.10.2.3(1)
			Staff report 50% of drills are conducted at night with 1 between 12-5am/year	p.10.2.3(2)
			Staff identify one employee on night duty designated to oversee fire drills	p.10.2.3(4)

Yes	No	NA	Section 10 – Resident Interviews	POL #
			Residents report clean, adequate linens are provided	p.4.3.3(e)
			Residents report they are provided with instructions on use of laundry areas	p.4.3.4(b)
			Residents report staff knock before entering their bedroom	p.4.3.7(4e)
			Residents report they are provided with adequate personal space and privacy	p.4.3.7(4d)
			Residents report they were informed of their rights and responsibilities	p.5.1.1(1)
			Residents state under what circumstances they have contact with their family	p.5.3.1(1)
			Residents reports they were instructed in evacuation and fire drill procedures	p.10.2.3(1)
			Residents report cultural, racial, language, religious/spiritual activities	p.1.2.3(1)
			Residents report regular meal times and that they eat with staff	p.4.1.1(2)
			Residents report they were provided with description of facility programs	p.1.2.2(5)
			Residents report they regular medical care	p.4.2.1(1)
			Residents report who at the facility they can talk to if they have a complaint	p.5.2.1(2)
			Residents report the Management of Harmful Behaviour Policy was explained	p.6.1.3(2)
			Resident reports being told the procedure for personal searches	p.5.3.4(1)

Yes	No	NA	Section 1 - Personnel Records	POL #
			Records include application for employment	p.3.2.3(1a)
			Records include description of qualifications*	p.3.2.3(1b)
			Records include a Child Abuse Register check completed at time of employment	p.3.2.3(1c)
			Records include a Criminal Record Check with a vulnerable sector search	p.3.2.3(1d)
			Document signed by employee re: Management of Harmful Behaviour	p.3.2.3(h)
			Document signed by employee re: Code of Conduct	p.3.2.3(i)
			Document signed re: critical Incidents, serious occurrences & missing children	p.3.2.3(j)
			Document signed by employee re: Emergency Evacuation Plan	p.3.2.3(k)
			Written record of all other staff training and education	p.3.2.3(1e)
			Records include employee evaluations/performance appraisals	p.3.2.3(1f)
			Record employee has read, understood & accepted critical incident procedures	p.9.2.4(2)
			Record that employee accepts procedures for Serious Occurrences	p.9.2.5(2)
			Written record of all employees with Food Hygiene Training*	p.4.1.2(1)
			Minimum of one staff on shift with Food hygiene training	p.4.1.2(2)
			RCF: Record of employee qualifications for Level 1 & 2 Youth Care Worker*	p.2.4.1(1a)

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			RCF: Record of employee qualifications for Level 1 & 2 Team Leader*	p.2.4.1(2a)
			RCF: Record of employee qualifications for Level 1 & 2 Executive Director*	p.2.4.1(3a)
			RCF: Record of employee qualifications for Level 3 & 4 Youth Worker*	p.2.4.2(1a)
			RCF: Record of employee qualifications for Level 3 & 4 Team Lead*	p.2.4.2(2a)
			RCF: Record of employee qualifications for Level 3 & 4 Program Manager*	p.2.4.2(3a)
			RCF: Record of employee qualifications for Level 3 & 4 Facility Director*	p.2.4.2(4a)
			SOH: A written record of all employees' training and development*	p.2.3.2(1)

Yes	No	NA	Section 2 - Training and Development	POL #
			Written record that Orientation Training completed	p.2.3.1(2)
			Written confirmation that Orientation Training completed within 15 days	p.3.2.3(2b)
			Written record of reading the Management of Harmful Behaviour policy	p.3.2.3(1g)
			Written record of annual review of Management of Harmful Behaviour policy	p.6.1.3(5)
			Record of Non-Violence Crisis intervention completed within 3 months	p.3.2.3(2a)
			Record of annual 8 hour refresher training in Non-Violent Crisis Intervention	p.6.1.4(2)
			Record of staff development opportunities focusing on NVCI Techniques	p.6.1.4(10)
			Record that Best Practices in Case Recordings is reviewed annually*	p.3.3.2(3)
			Written record that training on safe medication dispensing is held annually	p.4.2.2(8)
			Written record that complaints procedures reviewed annually	p.5.2.2(2)
			Record of Protocol for Investigating Allegations Training occurs annually*	p.9.2.3(3)
			Written record that staff are trained annually in fire and life safety*	p.10.2.5(1a)
			Written record that staff are trained annually on the emergency plan	p.10.2.5(3a)
			Written record that staff are trained every two years in First Aid and CPR	p.2.3.2(1)

Yes	No	NA	Section 1 - Resident Records	POL #
			Record that description of programs provided to agency and child at admission*	p.1.2.2 (5)
			Record info on routine, policies, programs & complaints procedures provided*	p.5.1.2
			Each child must have their own individual log	p.3.3.2(1a)
			Log documentation is adequate, specific, clear concise, complete and relevant	p.3.3.2 (1b)
			Logs are objective, professional, opinion free, non-judgmental & non-prejudicial	p.3.3.2 (1c)
			Logs identify child and others by their full name and position of relevance	p.3.3.2 (1d)
			Handwritten logs must be legible and in ink	p.3.3.2 (1e)
			Logs must follow documentation best practices*	p.3.3.2 (1f)
			Each incident that affects the health & safety of the child must be in the log*	p.3.3.2(2)
			Night staff must document any unusual activity in child's log*	p.2.2.4(d)
			Individual plan of care created within 15 days of admission*	p.3.3.3(1)
			Individual plan of care reviewed every 30 days	p.3.3.3(1)
			Plan of Care includes a summary of child's behaviour at time of admission	p.3.3.3(1a)
			Plan of Care includes a statement of goals to be achieved*	p.3.3.3(1b)
			Plan of Care includes a statement of means to be used to achieve the goals	p.3.3.3(1c)
			Plan of Care identifies services/supports provided by placing agency	p.3.3.3(1d)
			Plan of Care includes dates for review	p.3.3.3(1e)
			Plan of Care includes a list of revisions, if any	p.3.3.3(1f)
			Treatment Plans created within 15 days of admission*	p.3.3.3(2)



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			Treatment Plans reviewed every 30 days	p.3.3.3(2)
			Treatment Plan includes description of child's needs and behaviours	p.3.3.3(2a)
			Treatment Plan includes a statement of goals to be achieved	p.3.3.3(2b)
			Treatment Plan includes strategies the team will utilize to achieve goals	p.3.3.3(2c)
			Treatment Plan includes educational plan for child	p.3.3.3(2d)
			Treatment Plan includes medical intervention for the child	p.3.3.3(2e)
			Treatment Plan includes any specialized services provided by Clinical Director	p.3.3.3(2f)
			Treatment Plan includes a review of the plan in a case conference within 15 days	p.3.3.3(2g)
			Treatment Plan includes a review of the plan in a case conference every 30 days	p.3.3.3(2h)
			Treatment Plan includes a list of revisions, if any	p.3.3.3(2i)
			Record plan of care/treatment plan is shared with placing agency	p.3.3.3(4)
			Social, educational and vocational progress report completed every 3 months	p.3.3.3(3)
			Record that child has a medical exam every 12 months and med info is up to date	p.3.3.1 (2)
			Record of all medical, dental and optical information	p.4.2.1(2)
			Record that child was informed of their rights and responsibilities*	p.5.1.1(1)
			Record of any communication with social worker or approved family members	p.5.3.1(1)
			Record of all approvals and restrictions to private communication	p.5.3.1(3)
			Record of private communication with advocate & notification provided to agency	p.5.3.2(2)
			All complaints are documented in child's file and reported to placing agency	p.5.2.1(3)
			Record that child received training on emergency plan at time of admission	p.10.2.5(3c)
			Written record that Harmful Behaviour Policy has been explained	p.6.1.3(2)

Yes	No	NA	Section 2 - Education	POL #
			Written record that placing agency receives original copies of report cards	p.1.2.1 (1)
			Placing agency receives notice of suspensions/expulsions in one business day	p.1.2.1 (2)
			Children in facilities with onsite schools are assessed to return to community*	p.1.2.1 (3)
			Planning must occur when children move from onsite schools to secure treatment*	p.1.2.1 (4)

Yes	No	NA	Section 3 - Admissions Register	POL #
			Register of residents contains the name of the child	p.3.3.1(1a)
			Register of residents contains the child's age and date of birth	p.3.3.1(1b)
			Register of residents contains the child's usual place of residence	p.3.3.1(1c)
			Register of residents contains the name of parent or guardian of child	p.3.3.1(1d)
			Register of residents contains child's tribal affiliation, band or community*	p.3.3.1(1e)
			Register of residents contains the child's date of admission	p.3.3.1 (1f)
			Register of residents contains the legal status of child	p.3.3.1(1g)
			Register of residents contains the name of placing agency	p.3.3.1(1h)
			Register of residents contains name and contact info of child's social worker	p.3.3.1 (1i)
			Register of residents contains date of discharge	p.3.3.1 (1j)

Yes	No	NA	Section 4 – Medication and Special Diet	POL #
			Written record of the administration of medication contains name of the child	p.4.2.2(6a)
			Written record of the administration of medication contains the age of the child	p.4.2.2(6b)
			Written record of the administration of medication contains food/drug allergies	p.4.2.2(6c)

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			Written record of the administration contains type and dosage given	p.4.2.2(6d)
			Written record whether drugs were prescription or non-prescription	p.4.2.2(6e)
			Written record of the name of the physician, date prescribed & date discontinued	p.4.2.2(6f)
			Written record of the administration of medication contains date and time given	p.4.2.2(6g)
			Written record contains name of employee who administered the medication	p.4.2.2(6h)
			Medication cannot be stored in child's room without letter of permission	p.4.2.2(7a)
			Written record contains letter of permission to self-administer medication	p.4.2.2(6i)
			Medication prescribed must be in a proper medication container*	p.4.2.2 (3)
			Written record of special menus and reasons for them*	p.4.1.1(5c)

Yes	No	NA	Section 1 – Policy and Procedures	POL #
			Policies & procedures developed & approved by the Director, Placement Services	p.8.1.1(2)
			Policy includes statement regarding beliefs regarding use of the TQ Room	p.8.1.1(2)

Yes	No	NA	Section 2 – Facility Records	POL #
			Written record of approval from the Director Placement Services to have TQ Room	p.8.1.1(5)
			Written record that secure isolation room is checked before and after each use*	p.8.1.5(2)
			Written record that the emergency override system is checked daily*	p.8.1.5(4)
			TQ Room file contains name and age of each child placed in room	p.8.1.9(1a)
			TQ Room file contains dates and duration of each use of the room	p.8.1.9(1b)
			TQ Room file contains rationale for use including use of less intrusive methods	p.8.1.9(1c)
			TQ Room file contains CAO's written approval to place child in TQ room	p.8.1.9(1d)
			TQ room file contains record of review every 30 min*	p.8.1.9(1e)
			TQ room file contains record of staff person's observation	p.8.1.9(1f)
			TQ room file contains record of behaviour every 10 min	p.8.1.9 (1g)
			TQ room file contains record when resident was released	p.8.1.9 (1h)
			Record that every 3 mths CAO reviews need for room & confirms policy compliance	p.8.1.9(2)
			Record of quarterly review on file with confirmation of submission to DCS*	p.8.1.10(1)
			Record annual licensing review sent to CAO, Director, Placement & ED Service Del	p.8.1.10(2)
			Annual reviews of TQ room must be submitted to the Director, Placement Services*	p.8.1.11

Yes	No	NA	Section 3 – Resident Records	POL #
			Written record that placing agency & resident notified of TQ room and policies*	p.8.1.3(1)
			Communication plan developed with placing agency around use of room*	p.8.1.3(2)
			Child's file contains name and age	p.8.1.9(1a)
			Child's file contains date and duration of each use of the room	p.8.1.9(1b)
			Child's file contains rationale for use including use of less intrusive methods	p.8.1.9(1c)
			Child's file contains CAO's written approval to place child in TQ room	p.8.1.9(1d)
			Child's file contains record of review every 30 min*	p.8.1.9(1e)
			Child's file contains record of staff person's observation	p.8.1.9(1f)
			Child's file contains record of behaviour every 10 min	p.8.1.9(1g)
			Child's file contains record when resident was released	p.8.1.9(1h)
			Child's file contains any complaints made by the child*	p. 8.1.8 (1)
			Written record of a debriefing session occurred with resident*	p.8.1.7(2)

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			Debriefing must occur within 48 hours	p.8.1.7(1)
			Child's log contains record of falling asleep in the TQ room*	p.8.1.4(2)
			Written plan must be developed for children with chronic patterns of aggression*	p.8.1.4(3)
			Child's log contains record of the personal search of the child	p.5.3.4 (2)

Yes	No	NA	Section 4 – Physical Observation	POL #
			Therapeutic quiet room shall not be used as a bedroom	p.8.1.2(a)
			Therapeutic quiet room shall contain a window that is unbreakable	p.8.1.2(b)
			Therapeutic quiet room shall have safe, enclosed lighting	p.8.1.2(c)
			Video equipment is within a distance that allows for immediate intervention*	p.8.1.2(d)
			Therapeutic quiet room contains no objects that could cause injury or damage	p.8.1.2(e)
			Therapeutic quiet room shall have adequate ventilation	p.8.1.2(f)
			Therapeutic quiet room shall include an emergency override switch	p.8.1.2(g)
			Therapeutic quiet room walls & ceilings are not damaged	p.8.1.2(h)
			Therapeutic quiet room has entry way no less than 2.6 feet	p.8.1.2(i)
			Therapeutic quiet room must be no less than 7.5 ft by 8.5 ft	p.8.1.2(j)
			Therapeutic quiet room shall be empty and locked when not in use	p.8.1.5(3)

Yes	No	NA	Section 5 – Interviews	POL #
			Licensee reports that children are not left to sleep in the TQ room overnight	p.8.1.4.(2)
			Licensee reports that room only used as therapeutic intervention of last resort	p.8.1.1(7)
			Licensee reports that TQ Room is cleaned before and after each use	p.8.1.5(1)
			Licensee reports that room not used as a means of discipline/convenience*	p.8.1.1 (4)

Yes	No	NA	Section 1 – Semi-Independent Living	POL #
			Child Ratio is one employee for every five children both day and night*	p.7.1.1(1a)
			Night Duty Staff remain awake will on duty	p.7.1.1(1b)
			Child must have a bank account	p.7.1.1(1c)
			Each child has access to a locked area for keeping money and valuables	p.7.1.1(1d)
			Policies and procedures developed to monitor access to locked space	p.7.1.1(1d)
			Children registered in school, training program, employment or volunteer program	p.7.1.1(1e)
			Program includes individual, family, group, peer and vocational counselling	p.7.1.1(2a)
			Program includes learning and personal development*	p.7.1.1(2b)
			Program includes behaviour management programs	p.7.1.1(2c)
			Program includes independent living skills	p.7.1.1(2d)
			Medication meets storage requirements regarding proper lighting and temperature	p.7.1.1(4)
			Processes & procedures developed to allow for self-administration of medication	p.7.1.1(4)
			Written approval from the placing agency for child to self-administer medication	p.7.1.1(4)