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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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ARNOLD SCHWARZENEGGER
GOVERNOR

June 3, 2008

Dear Children's Residential Facility/Home Licensees:

Being a licensed care provider is a serious responsibility. The very health, safety and well being of those in your care depend on the quality of care provided by you and your staff and the condition of your home or facility. As a licensed provider you are required, at all times, to comply with laws and regulations aimed at protecting those in your care. Our job in the Community Care Licensing Division (CCLD) is to make sure that each licensee is meeting these requirements, an equally serious responsibility. Both licensees and CCLD are aiming for the same goal: protection of the vulnerable people being served in community care settings.

The CCLD representatives come to inspect your facility periodically, but you are there every day. It is critical that you routinely review your facility's operation to ensure that all licensing requirements are met. As part of CCLD's continued efforts to work with you to ensure compliance with licensing requirements, we have developed a checklist covering the most serious violations that come to our attention. These are violations that present immediate or substantial threats to the physical health, mental health or safety of those in your care.

We strongly suggest that you use the attached checklist when conducting your own facility inspections, assessing the people you care for, reviewing your records and training your staff. This will help you evaluate your compliance with those requirements that, when not met, result in the most serious threat to the health and safety of those in care. You may wish to add other items to the checklist to address areas that have been problematic for you in the past or to implement program standards that exceed licensing requirements.

The requirements on the checklist are those considered most serious. Of course, as a licensee you are required to be in compliance with all other applicable statutes and regulations. We would like to take the opportunity to remind you that all of the statutory and regulatory licensing requirements governing *Children's Residential Facilities* are available at www.cclid.ca.gov.

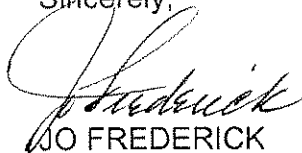
The CCLD website also provides the following tools and resources for staying knowledgeable and up-to-date on all licensing requirements:

Children's Residential Facility/Home Licensees
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- Evaluator Manual (policies and procedures)
- Children's Residential Updates, Provider Letters and Information Releases
- Fingerprint Information
- Licensing Forms and Publications
- Contact Information for Children's Residential Program Regional and County Offices

We hope that the checklist is helpful to you. We encourage you to conduct your own reviews and to contact your Licensing Program Analyst if you have any questions about licensing requirements.

Sincerely,



JO FREDERICK
Deputy Director
Community Care Licensing Division

Enclosures

CRISIS NURSERY (CN)

SELF EVALUATION

Licensees are required to meet all licensing laws and regulations critical to the health and safety of children in care. It is recommended that licensees routinely review their facilities to ensure that all licensing requirements are met. To assist with your review, Community Care Licensing has identified the most serious licensing requirements which, if not met, could jeopardize the health and safety of children in your care. If your review is done on a regular basis, it could prevent some of the most

Facility Name:	Review Date:
Name of Reviewer:	

Regulation Sections	Provisions	Met	Not Met
	Operates within the terms and limitations of the license including capacity and unmet need for temporary care of children under 6		
1. 86519, 86519.2	Maintain criminal record clearances (DOJ, FBI, CAIC) for appropriate personnel and others subject to criminal record clearances		
2. 86520	Appropriate fire clearance maintained		
3. 86522	Plan of Operation implemented and followed		
4. 86523	Emergency and Disaster Plan posted; and ensures staff are capable of implementing the plan		
5. 86561	Comply with all reporting requirements including, but not limited to: death, injury, unusual incidents, and changes in Plan of Operations		
6. 86564, 86565, 86565(f)	Administrator and all facility personnel meet qualifications and training requirements		
7. 86565 (g)	All staff have required health screening		
8. 86565.5	Staff ratios maintained for children in care		
9. 86580 (a)-(b)	If Crisis Nursery Day Care (CNDC) provided, all CNDC requirements are met		
10. 86572	Children/Parents are aware of Personal Rights, posted and not violated		
11. 86572.1 (a) thru (e)	Discipline policies are education based and meet requirements		
12. 86568, 86568.1	Admission Policies and Procedures comply with regulations		
13. 86575	First Aid/CPR Certification are current; First Aid supply maintained		
14. 86575(b)3-4,	Medications are stored, locked and properly disposed of; and procedures and doctor's order followed		
15. 86574	Vehicles are properly maintained and equipped with seat belts including car seats		
16. 86574 (b)	No child is left unattended in a vehicle		
17. 86576	Maintain adequate supply of perishable/non-perishable food		
18. 86579	Appropriate activities are available to the children in care		
19. 86587 (a)-(m)	Buildings and grounds meet requirements		
20. 86587, 86587.2	Facility, outside area clean, safe, sanitary in good repair		
21. 86587	Pools, spas, and bodies of water are covered, fenced and inaccessible		

Comments: