

**SPOKANE COUNTY COMMUNITY SERVICES, HOUSING,
AND COMMUNITY DEVELOPMENT DEPARTMENT
DEVELOPMENTAL DISABILITIES DIVISION**

CHECKLIST FOR SUBMITTING A COMPLETE PROPOSAL

ITEM	DESCRIPTION	CHECK BOX
	Cover letter	
	Organization Information Sheet	
	Business license and incorporation status (Articles of Incorporation, by-laws)	
	Proof of Liability Insurance Certification of a minimum of \$1,000,000 per occurrence and \$3,000,000 aggregate or statement of ability to obtain certification by insurance company.	
	Statement of Intent to comply with: <ul style="list-style-type: none"> a. County-approved policies and procedures, including those involving individual rights, participant confidentiality, grievance/appeal rights, incident reporting b. OSHA and WISHA policies c. State Building Code Act compliance policies d. Uniform Fire Code compliance policies e. Applicable DDA policies f. Compliance with state and federal non-discrimination policy, Equal Opportunity Employer policy g. All other applicable state, federal, and local regulations 	
	Current organizational chart and description of the agency's structure that clearly defines roles and responsibilities of staff and lines of authority.	
	Job descriptions	
	Applicable certifications/licenses	
	Identify the types of service to be provided (or applying to be qualified for). Include specifics for specialized instruction, occupational therapy, physical therapy, audiology, speech/language pathology, etc.	
	Copy of policies on keeping criminal background checks current for staff and regarding retaining or hiring staff persons, based on the information received through the criminal background check.	
	Copy of policies that protect individual rights that include but are not limited to ensuring: <ul style="list-style-type: none"> a. Respectful staff to client interactions b. A person's right to be treated with dignity, respect, and free from abuse; c. A person's right to privacy; d. Safeguarding personal information. 	

	Copy of policies regarding staff training	
	Completed IRS W-9 form	
	Completed Child Development Services Questions	
DDA policy 6.13		
	Exhibit ability to successfully develop and implement a plan for providing services, which are based on individual needs that include: <ul style="list-style-type: none"> a. Method of gathering information b. How needs are assessed c. Plan implementation d. Plan outcomes 	
	Demonstrate ability to provide service in accordance with the DDA Guiding Values (from May 3, 2016)	
	Exhibit administrative capabilities necessary to safeguard public funds, including maintaining books, records, documents, and other materials relevant to the provision of goods and services. This includes: <ul style="list-style-type: none"> a. Internal control policies; b. Evidence of fiscal stability; <ul style="list-style-type: none"> i. Existing agencies must submit financial statements for the past two years or Department of Social and Health Services (DSHS) and/or federal audits, if required ii. Newly applying agencies must be able to show cash reserves or a current line of credit to provide services for no less than two months of services; and c. Newly applying agencies must submit a projected budget for one year of services 	
	Maintain a management system that provided for systemic accumulation, filing, and retention of timely records and reports related to: <ul style="list-style-type: none"> a. Clients; b. Staff; c. The agency's structure, tax status, capabilities and performance 	
	Employ individuals who are 18 years of age or older and ensure that the following requirements are met for each employee who provides direct services: <ul style="list-style-type: none"> a. <i>Have proof of criminal history background clearance in accordance with RCW 43.43.830-845 and RCW 74.15.030. DDA requires the DSHS Background Check Central Unit (BCCU) be used to obtain background clearance which can be obtained through DEL</i> 	
	Provide assurance that employees have a current valid Washington State credential prior to employment if the position requires the employee to be register, certified, or licensed under Washington State law for the service(s) the agency intends to provide	
	Assurance that potential conflicts of interest will not arise. Such a conflict will arise when any employment or day program provider is a guardian, legal representative, or other decision maker for the client.	

	<p>A conflict may also arise when any employee of the agency is the decision maker for, or a family member of, a client of the agency. In these situations, the provider must document the measures taken specific to the situation to assure that a conflict of interest does not exist.</p>	
	<p>Service providers must develop and implement a training plan for employees who meet the requirements described below. The training plan must also address ongoing training and review of DDA policies.</p> <ol style="list-style-type: none"> 1. Prior to working unsupervised with clients, employees must provide proof of having received training in the following areas: <ol style="list-style-type: none"> a. Client confidentiality; b. Current individual work and/or support plans for each client with whom the employee works; c. DDA Policy 5.06 Client Rights d. DDA Policy 6.08, Mandatory Reporting Requirements for Employment and Day Program Service Providers; e. DDA Policy 9.07, HIV and AIDS; f. First Aid and CPR (current); 2. Within three (3) months of employment, employee must have received training in the following: <ol style="list-style-type: none"> a. DDA Policy 5.19, Positive Behavior Support for Children and Youth 	
	<p>Checklist for submitting a Complete Proposal</p>	

Agency Name: _____

Completed By: _____