

## ON-SITE REVIEW PREPARATION CHECKLIST

**Note: A DMHMRSAS License Cannot Be Issued Unless  
All of these Items Have Been Completed**

**Provider Name** \_\_\_\_\_

**License Number** \_\_\_\_\_ **Date of Site Visit is scheduled** \_\_\_\_\_

- 1. Staffing Schedule: Staffing, evidenced by applicant having trained, **completed** criminal background and CPS checks, and have oriented enough staff to begin service operation, (to include relief staff);
  - Resumes of applicable work experience and education,
  - Staff training completed in CPR, First Aid, Behavior Management, and Medication Management,
  
- 2. Background checks process completed on all staff who will begin work. Contact
  - A. **Malinda Roberts** at 804/**736-6384** for all services except children's residential
  - B. **Angela Pearson** at 804/**726-7099** for children's residential only
  - C. **Betty Whittaker** at 804/**726-7587** or
  - D. **Kim Davis** at 804/**726-7549** for Central Registry Checks
  
- 3. Licensing Policies and Procedures Approved;
  
- 4. Human Rights Policies and Procedures Approved;
  
- 5. Human Rights Affiliation (LHRC);
  
- 6. Proof of Insurance (general liability, professional liability, vehicular liability, & property damage)
  
- 7. Adequate Financial Backing for service provided (Updated/current)
  
- 8. Personnel: records must be complete and include evidence of completed applications for employment, evidence of required training and orientation, reference checks, and evidence of completed background investigations;
  
- 9. Client records, (a sample client record).
  
- 10. Ready to demonstrate your knowledge of and ability to implement your service description and policies and procedures, - random questions
  
- 11. Certificate of Occupancy;
  
- 12. Regulations regarding the physical plant are in compliance;
  
- 13. **Availability** of a **COMPLETE, FINAL** copy of the service description, all policies, procedures and for that have been approved.