



STATE OF WASHINGTON

DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES
Comprehensive Review Final Report

Date

Name and Mailing Address

Contract Type:

License Type:

RE:

Dear _____ :

This Comprehensive Review was performed in accordance with minimum licensing requirements and the terms of your contract. This is the Final Report for the on-site visit conducted by Department of Children, Youth, and Families (DCYF) staff on _____. This is contract number _____ which covered the time period _____. The review team members were: _____.

We appreciated your hospitality, allowing us to have access to your facility, and the necessary records. Thank you for taking the time to meet with us and answer our questions regarding how your agency meets licensing requirements and provides services to youth in care.

As a part of this Comprehensive Review process, an on-site meeting prior to the start of the review and an exit interview were conducted. During these meetings the Comprehensive Review team members described the monitoring process, answered agency questions, and discussed both programming strengths and deficiencies found. Any deficiencies found during the review will be addressed on the attached compliance agreement.

Review included:

- Personnel files
- Staff training
 - Pre-service: Of the personnel files reviewed, _____ staff met the pre-service training requirement (16 hours).
 - In-service: Of the personnel files reviewed, _____ staff were employed for more than 12 months; and, of those, _____ staff met the annual in-service training requirement (24 hours group care or 12 hours for CPA).
- Client files
- Foster home files
 - Of the foster home files reviewed, _____ have been licensed for more than three (3) years and met their in-service training requirement.
- Program requirements
- Agency logs
- Interviews with _____

Staff Qualifications, Training, and Expertise:

Effective Individual Services and Group Programming Evaluation:

Supervision and Behavior Management Promoting Individual Safety and Growth Evaluation:

Physical Facilities and Safety Practices Evaluation:

Meeting the Youth's Needs for Nurturing, Health and Education Evaluation:

Suggested Services to Enhance this Program:

Program and Agency Strengths

In conclusion, the review team

If you have questions about the Comprehensive Review or the process, please do not hesitate to contact me at . Comprehensive Reviews are intended to build mutually beneficial and productive relationships with all our licensed and contracted providers.

Thank you for your time during this Comprehensive Review.

Sincerely,