

Checklist for Facility Licensing Compliance Agreement (FLCA)

Check the FLCA for accuracy:

- #1 Date of inspection
- #2 Inspection type
- #3 Is it a complaint?
- #4 Licensor name, phone number, mailing address
- #5 Center or Provider name, address, phone number
- #6 WAC number written in, is it right WAC #, & **IS IT A WAC VIOLATION?** Ask to see WAC!!
- #7 Do you agree that there is non-compliance with a WAC or RCW?
- #8 Are there special circumstances leading to the violation?
- #9 Were the issues or circumstances within your control?
- #10 What did happen?
- #11 What didn't happen?
- #12 Are you able to take photos of the issue, make a copy or document, tape record or video?
- #13 Do you have a plan of correction or action that will put you in compliance?
- #14 Is there a large amount of \$\$ or is it a large project/issue involved to achieve compliance? If so, that's a good reason to request a reasonable time frame to comply.
- #15 If there is a non-compliance issue, when can you realistically have the correction or action completed? What is reasonable for you? What time frame is your Licensor requesting or demanding? Does your Licensor have suggestions or able to give technical assistance?

#16 Do you agree that ALL of the issues were non-compliance issues? If not, do not check the first box agreeing to correct the issues of noncompliance cited above. And request #17 below.

#17 If you deny a violation, request a Supervisory Review. Request a Supervisory Review if you disagree with any part of a noncompliance issue or need to explain/document the issue or circumstances. Request and complete the Supervisory Review Request addendum from your Licensor, complete and attach to the FLCA, and return both the FLCA & the addendum to DEL.

#18 You can request to have the FLCA left with you for you to review, have time to discuss with legal representation or an advocate, or other party of your choice, & gives you time to complete the addendum. If your request is denied, write down on the FLCA that you made the request, it was denied & **request a Supervisory Review.**

#19 You must sign the FLCA, even if you don't agree with it. But you can write comments or give input directly on the form, or if necessary, attach additional pages & note on original FLCA.

#20 Double check for accuracy and do not submit the FLCA & addendum back to DEL until you are confident that you are satisfied and comfortable with. The FLCA's stay in your file forever.

#21 Be sure to return both the pink and the white copy of the FLCA to the Licensor by the agreed upon date & keep the yellow copy of the FLCA for your records. Also attach the addendum.

#22 If the Supervisory Review is not successful, go up the chain of command: 1) assistant Service Area Manager, 2) Service Area Manager, 3) Karen Tvedt, DEL Interim Director.