



606 CMR 3.00: STANDARDS FOR THE LICENSURE OF RESIDENTIAL PROGRAMS SERVING RESIDENTS AND YOUNG PARENTS

Residential Licensing Readiness Checklist

IN PREPARATION FOR THE REVISED 606 CMR 3.00: STANDARDS FOR THE LICENSURE OF
RESIDENTIAL PROGRAMS SERVING RESIDENTS AND YOUNG PARENTS

Effective November 17, 2026

Purpose: This checklist is intended to assist licensed residential providers in reviewing and updating required policies, procedures, plans, and supporting documentation to ensure compliance with the revised 606 CMR 3.00 regulations.

NO CHANGES REQUIRED

<i>No changes were made to the following:</i>		
☐ Ownership: NONE	☐ Operating Budget: NONE	☐ Org table: NONE
☐ Referral Services: NONE	☐ Placement Agreements: NONE	☐ Evidence of ability to comply (resume advanced degree): NONE
☐ Social/Psych services: NONE	☐ Emergency medical/mental health: NONE	☐ Health services: NONE
☐ Plan for Admin of medication: NONE	☐ Plan for Educational services: NONE	☐ Vocational: NONE
☐ Recreational: NONE	☐ Transportation: NONE	☐ Building Inspection: NONE
☐ Fire Inspection: NONE	☐ Lead: NONE	☐ Swimming: NONE

EXISTING POLICIES/DOCUMENTS REQUIRING UPDATES

Administrative

- ☐ Statement of Purpose: minor edits will be needed
- ☐ Staffing: minor changes added in Admin/Clinical staff
- ☐ Staff Orientation/Training: ADDED in changes relative to training topics, what staff need to work
- ☐ Family Work: Now called Family Engagement, minor changes
- ☐ Evidence of access to education: no longer evidence just a plan

Safety, Supervision & Program Operations

- ☐ Internal Investigations: See new Policy: Now included: sexual abuse policy and grievance
- ☐ Nutritional Services: Minor edits to include snacks and accommodations
- ☐ Behavior Management: Now “Behavior Support”, see updated policy. Also includes Seclusion
- ☐ Visit/mail/telephone: Edits as related to electronic devices
- ☐ Runaway: Now called Absent/Missing youth; edits made
- ☐ Search: Minor changes related to trauma history
- ☐ Health Inspection: Word change from report to documentation
- ☐ Plan for emergencies: Edit to include power plan for medical equipment

Background Checks

- ☐ CORI: BRC language added in, if f the program utilizes volunteers or temporary staffing agency personnel, a plan for their use, as required by defined by 606 CMR 3.04(6)(f);

NEW REQUIREMENTS / NEW POLICIES

Staffing

- ☐ Job descriptions: ADDED in STAFF QUALIFICATIONS
- ☐ Volunteers: ADDED in TEMP STAFF AGENCY *SEE NEW POLICY

Required Policies, Procedures and Plans

- ☐ Policy and procedures related to preventing, identifying, and reporting behavior related to sexual abuse, sexual grooming, and exploitation of children as required by 606 CMR 3.04(7)(c)(4)-(5) and 606 CMR 3.07(11) *Doc Library # 13
- ☐ Policy and procedures detailing the supervision of children, including: the frequency of bed checks on overnight shifts; levels of increased supervision related to safety; and proper documentation required to verify completed supervision checks, as required by 606 CMR 3.07(1). *Doc Library #39
- ☐ For programs using cameras/systems for surveillance or security purposes, policy and procedures related to use must be submitted in accordance with Department policy; as required by 102 CMR 3.03(7)(e)(12) *Doc Library #40
- ☐ Policy and procedures related to maintenance of the program's physical facility, in accordance with Department policy and consistent with the requirements of 606 CMR 3.08(5)-(9) *Doc Library #41
- ☐ A plan for room assignment, including specific considerations to be used, related to gender, including gender identity, past or active history of trauma and/or abuse, as required by 606 CMR 3.07(3)(b) *Doc Library #42
- ☐ The applicant to be a licensee and the licensee must produce copies of other relevant documents, policies, and procedures, for review and approval, upon the Department's request, per 3.03(7)(f) *Doc Library # 43
- ☐ Policies and procedures related to behavior support, as required by 606 CMR 3.07(7); (including Seclusion) See EEC Policy *Doc Library #13

REMOVED REQUIREMENTS

- ☐ Personell policies: REMOVED
- ☐ Salary Range: REMOVED
- ☐ Allowance: REMOVED
- ☐ REAP: REMOVED

FINAL READINESS REVIEW

Before submitting licensing materials, verify that:

- ☐ All required policy revisions have been completed.
- ☐ New required policies and plans have been developed and approved.
- ☐ Staff training requirements have been updated.
- ☐ BRC/CORI language reflects current requirements.
- ☐ All terminology has been updated to align with 606 CMR 3.00.
- ☐ Documentation is ready for Department review prior to the November 17, 2026 implementation date.