

WAC 110-302-0115 Staff records. (1) ONB providers must establish a records system for themselves, staff, and volunteers that complies with the requirements described in this chapter. Staff records must be:

(a) Confirmed by the licensee, director, program director, assistant director, site director, or program supervisor;

(b) Entered and maintained in the electronic workforce registry, if applicable. Paper records may be discarded once entered into the electronic workforce registry and verified by the department;

(c) Updated to delete staff names from the electronic workforce registry when no longer employed at the ONB program; and

(d) Kept on-site or in the ONB program's administrative office in a manner that allows the department to review the records.

(2) Records for ONB providers and staff must include:

(a) First and last name;

(b) Date of birth;

(c) Job title;

(d) First and last day of employment, if applicable;

(e) Proof of professional credentials, requirements, and training for staff, pursuant to WAC 110-302-0100 through 110-302-0110.

(3) A licensee, director, program director, assistant director, site director, or program supervisor must maintain the following records for each ONB provider and ONB program staff in a confidential manner. These records must be reviewable by the department and must include at a minimum:

(a) A copy of current government issued photo identification;

(b) Emergency contact information;

(c) Completed employment application or resume;

(d) Annual observation, evaluation, and feedback information;

(e) The licensee's Social Security number, federal EIN, or a written document stating the licensee does not possess either; and

(f) Immunization records including exemption document, pursuant to WAC 110-302-0120 (3)(a).

[Statutory Authority: RCW 43.216.742. WSR 23-10-059, § 110-302-0115, filed 5/1/23, effective 6/1/23.]