

WAC 388-829Z-055 What records must the provider keep? (1) For each client, the provider must keep the following information:

- (a) The client's name and address;
- (b) The name, address, and telephone number of the client's primary guardian or legal representative;
- (c) A copy of the client's most recent person-centered service plan;
- (d) Nurse delegation records, if applicable;
- (e) Progress notes;
- (f) Incident reports, if applicable;
- (g) Medication documentation, including a medication intake form and medication administration records, if applicable;
- (h) A list of the client's personal property upon arrival, acquisition of new property - other than consumables, and property at departure; and
- (i) A record of money or gift cards managed by the provider on behalf of the client, if applicable.

(2) An emergency transitional support services provider must also keep the following:

- (a) Water temperature monitoring records;
- (b) Direct support professional training records; and
- (c) Direct support professional time sheets specific to locations worked.

[Statutory Authority: RCW 71A.12.030 and chapter 71A.20 RCW. WSR 23-13-087, § 388-829Z-055, filed 6/16/23, effective 7/17/23.]