

**WAC 388-101D-0025 Service provider responsibilities.** (1) Service providers must meet the requirements of:

- (a) This chapter;
  - (b) Each contract and statement of work entered into with the department;
  - (c) Each client's individual support plan when the individual support plan identifies the service provider as responsible; and
  - (d) Each client's individual instruction and support plan.
- (2) The service provider must:
- (a) Have a designated administrator and notify the department when there is a change in administrator;
  - (b) Ensure that clients have immediate access to staff, or the means to contact staff, at all times;
  - (c) Provide adequate staff to meet the needs of clients as identified in their person-centered service plans;
  - (d) Not routinely involve clients in the unpaid instruction and support of other clients;
  - (e) Not involve clients receiving crisis diversion services in the instruction and support of other clients; and
  - (f) Retain all records and other material related to the residential services contract for six years after expiration of the contract.

[Statutory Authority: RCW 71A.12.030, 71A.12.120 and 2018 c 299. WSR 19-09-033, § 388-101D-0025, filed 4/10/19, effective 5/11/19. WSR 16-14-058, recodified as § 388-101D-0025, filed 6/30/16, effective 8/1/16. Statutory Authority: Chapter 71A.12 RCW. WSR 08-02-022, § 388-101-3190, filed 12/21/07, effective 2/1/08.]