

WAC 388-76-10231 Resident roster and complete contact information. (1) The adult family home must:

(a) Create and regularly maintain a current resident roster containing the name and room number of each resident; and

(b) Provide a written copy of the resident roster upon an in-person request from any long-term care ombuds at the time of the visit and not later than the conclusion of the visit.

(2) The adult family home must:

(a) Create and regularly maintain current, accurate, and complete contact information for all residents, including the following resident information:

(i) Name;

(ii) Room number or room identifier, including letter and number combination identifiers;

(iii) Phone number, if available;

(iv) Email address, if available; and

(v) If a resident has a representative, the representative's:

(A) Name;

(B) Relationship to the resident;

(C) Phone number;

(D) Email address, if available; and

(E) Mailing address, if available.

(b) Record and update the complete contact information required by this section upon receiving new or updated contact information from the resident or resident representative;

(c) Upon the written request of any long-term care ombuds that includes reference to RCW 70.128.155 and the relevant legal functions and duties of long-term care ombuds, provide a copy of the complete contact information required by RCW 70.128.155 within 48 hours, or within a reasonable time if agreed to by the requesting long-term care ombuds, by electronic copy to the secure email address or facsimile (fax) number provided in the written request.

[Statutory Authority: RCW 18.20.090, 18.51.070, 70.97.230, 70.128.040, chapters 70.129, 74.42, and 74.39 RCW. WSR 26-05-046, s 388-76-10231, filed 2/12/26, effective 3/15/26.]