

**WAC 110-145-3010 Records for each shift.** During each shift, licensees must:

(1) Keep the following documentation current and available to personnel:

(a) Incident logs, including:

(i) A copy of any suspected child abuse or neglect referrals made to the department; and

(ii) All related incident reports;

(b) Any identified supervision needs specific to children or youth;

(c) Written documentation or staff briefings between shifts regarding the whereabouts of any children or youth currently off-site, except for OYSSs;

(d) Names of direct care staff and direct care volunteers on duty during the shift; and

(e) Phone numbers of the on-call executive director, program manager, or care coordinator, and the on-call personnel available to be on duty if needed during each shift; and

(2) Document the following information about children and youth in care in a shift log:

(a) Serious health, safety, or well-being issues;

(b) Illnesses or accidents; and

(c) Medications and treatments given.

[Statutory Authority: RCW 74.15.030. WSR 25-23-103, s 110-145-3010, filed 11/18/25, effective 5/1/26.]