

WAC 388-71-0736 What business and administrative documentation does the center need?

(1) Adult day centers must have written documentation of the organizational structure and administration of the program.

(2) Organizational and administrative documentation must include but are not limited to:

- (a) Core values and mission statement of the organization;
- (b) Ethical standards of the center and professional standards of conduct;
- (c) Short and long-range program goals;
- (d) Definition of the target population, including number, age, and needs of participants;
- (e) Geographical definition of the service area;
- (f) Hours and days of operation of the center or a combination of centers under single ownership must operate at least three days a week for four consecutive hours, with each center providing at least four hours of programming a day;
- (g) Description of basic services and any optional services;
- (h) Description of service delivery;
- (i) Business structure, articles of organization or bylaws, as applicable;
- (j) Current business license;
- (k) Names and addresses of the center's owners, officers, and directors, as applicable;
- (l) Certificates of insurance, including but not limited to property and general liability insurance; business auto if the center uses vehicles to transport clients; professional liability; workers' compensation; employers' liability if applicable; coverage for acts and omissions of employees and volunteers; and certificates of insurance for any subcontractors;
- (m) Minutes of last three meetings of the board of directors, if applicable, and the advisory committee;
- (n) Role and functions of an advisory committee which must:
 - (i) Meet at least twice a year; and
 - (ii) Be representative of the community and include family members of current or past clients and nonvoting staff representatives;
- (A) When an adult day center is a subdivision of a multifunction organization, a committee or subcommittee of the governing body of the multifunction organization may serve as the advisory committee; or
- (B) A single purpose agency may utilize its governing board as an advisory committee;
- (o) An organizational chart illustrating the lines of authority and communication channels of the center, which must be available to all staff and clients;
- (p) A calendar of programming (or sample calendar if the center is new), including alternative programming options;
- (q) A monthly menu or sample menu if the center is new, which accommodates each resident's:
 - (i) Preferences;
 - (ii) Food allergies and sensitivities;
 - (iii) Caloric needs;
 - (iv) Cultural and ethnic background; and
 - (v) Physical condition that may make food intake difficult such as being hard for the resident to chew or swallow;
- (r) Current building, health, food service and fire safety inspection reports, and food handler permits, as applicable; and
- (s) Quality improvement plans and results.

[Statutory Authority: RCW 74.08.090. WSR 18-18-006, § 388-71-0736, filed 8/23/18, effective 9/23/18. Statutory Authority: RCW 74.08.090, 74.09.520. WSR 15-01-174, § 388-71-0736, filed 12/23/14, effective 1/23/15. Statutory Authority: RCW 74.04.050, 74.04.057, 74.04.200, 74.08.090, 74.09.520, and 74.39A.030. WSR 03-06-024, § 388-71-0736, filed 2/24/03, effective 7/1/03.]