- WAC 110-710-0025 Administration. (1) Administrators and supervisors are responsible for the implementation of the program and the accomplishment of stated activities and outcomes.
- (2) Administrators or supervisors must meet at least annually with the regional administrator to review progress toward the achievement of outcomes.
 - (3) Case records and management information.
- (a) Juvenile offender records must minimally contain a case plan, based upon assessed factors related to risk to reoffend, methods of intervention and a termination/closing report summarizing case activity and outcomes.
- (b) The provisions of chapter 13.50 RCW pertaining to the maintenance and confidentiality of social and legal information apply to all programs and projects covered under this chapter.
- (c) Administrators and/or supervisors must provide necessary statistical data to maintain the division's management information system and must maintain sufficient data to evaluate program effectiveness and outcomes.
 - (4) Change in project.
- (a) Modification of a project requires the advance written approval of the regional administrator.
- (b) The administrator must send written notification to the regional administrator prior to the movement of funds between programs. The regional administrator must confirm in writing all notifications received.
- (c) Contract amendments must be processed through the juvenile rehabilitation administration regional office and are necessary when:
 - (i) Total contract budget amounts are increased or decreased;
 - (ii) A project is added or deleted;
- (iii) The total number of full-time employees in the consolidated programs increases from the original contract number.
- (5) Each participating county must ensure program staff receive training necessary to implement programs covered under this chapter.
- [WSR 19-14-079, recodified as § 110-710-0025, filed 7/1/19, effective 7/1/19. Statutory Authority: RCW 13.06.030. WSR 00-16-032, § 388-710-0025, filed 7/24/00, effective 8/24/00.]