

WAC 388-826-0071 What are the responsibilities of the licensed or certified provider supporting a client receiving out-of-home services? (1) When a client is receiving out-of-home services, the licensed or certified provider must:

- (a) Ensure the health and safety of the client;
- (b) Provide adequate staff to meet the needs of clients as identified in the rate assessment;
- (c) Meet the requirements of each contract entered into with the department;
- (d) Develop and implement an individual instruction and support plan, unless the client is receiving out-of-home services from a child foster home provider or a group care facility for medically fragile children;
- (e) Complete quarterly reports under subsection (2) or subsection (3) of this section;
- (f) Participate in the development of the child and family engagement plan with the client, the client's parent or legal guardian, and social service specialist;
- (g) Implement the child and family engagement plan;
- (h) Support the client in regular school attendance, including following the school's reporting requirements when the client is absent or has an appointment during the school day;
- (i) Participate in the client's individualized education program;
- (j) Attend all school-related meetings;
- (k) With the parent or legal guardian's consent, maintain regular communication with school representatives;
- (l) Maintain regular communication with the client's parent or legal guardian;
- (m) Develop evacuation plans in case of fire, natural disaster, or other emergencies in accordance with:
 - (i) WAC 110-145-1670 for staffed residential and group care facilities for medically fragile children; or
 - (ii) WAC 110-148-1460 for child foster homes;
- (n) Maintain a client rights policy in accordance with chapter 71A.26 RCW;
- (o) If the client is in a staffed residential home or children's SOLA:
 - (i) Discuss and schedule community inclusion activity options with the client; and
 - (ii) Track, and make available to the department upon request, the client's participation in community inclusion activities, including:
 - (A) Date of each activity;
 - (B) Cost of each activity; and
 - (C) A running balance of the client's community inclusion activities funds;
 - (p) Request an assessment for nurse delegation if the client needs medication administration.
- (2) Quarterly reports from a staffed residential provider, a children's SOLA, or group care facility for medically fragile children must:
 - (a) Be submitted to DDA and sent to the client's parent or legal guardian no more than ten business days after the end of each quarter; and
 - (b) Include:
 - (i) A summary of the client's progress toward habilitation goals identified in the individual instruction and support plan;

- (ii) An update regarding the child and family engagement plan, including a summary of family visits;
 - (iii) A summary of incident reports, if any;
 - (iv) School progress, including individualized education program updates;
 - (v) Any significant changes in the client's condition or prescribed medications; and
 - (vi) A summary of the client's participation in community inclusion activities.
- (3) Quarterly reports from a child foster home provider must:
- (a) Be submitted to DDA and sent to the client's parent or legal guardian no more than ten business days after the end of each quarter; and
 - (b) Include:
 - (i) The client's progress toward their habilitation goal;
 - (ii) A list of community and other activities the client has participated in;
 - (iii) An update regarding the child and family engagement plan, including a summary of family visits;
 - (iv) School progress, including individualized education program updates; and
 - (v) Any significant changes in the client's condition or prescribed medications.

[Statutory Authority: RCW 71A.12.030 and chapters 71A.28, 74.13 RCW. WSR 21-15-059, § 388-826-0071, filed 7/15/21, effective 8/15/21. Statutory Authority: RCW 71A.12.030 and 74.13.350. WSR 18-23-004, § 388-826-0071, filed 11/7/18, effective 12/8/18.]