

**WAC 388-60B-0520 Program or staff status changes—What must happen if a program's certification or a staff member's designation is changed by the department?**

(1) If the department issues a written warning to a program, the department must send notice by certified mail and provide the treatment program with:

(a) The specific reasons for the written warning;

(b) The chapter 388-60A WAC standards that the written warning is based on;

(c) Any remedial steps or corrective actions which the program must complete to the satisfaction of the department;

(d) The deadline for completion of any corrective actions or remedial steps; and

(e) If the treatment program refuses or fails to remedy the problems outlined in the written warning, the department may revoke or suspend the certification of the program.

(2) If the department suspends a treatment program's certification, the department must send notice by certified mail and provide the treatment program with:

(a) The specific reasons for the suspension;

(b) The chapter 388-60A WAC standards that the suspension is based on;

(c) The effective date of the suspension;

(d) Any remedial steps or corrective actions which the program must complete to the satisfaction of the department before the department will reinstate the program's certification and lift the suspension; and

(e) The deadline for completion of any corrective actions or remedial steps.

(3) If the department revokes a program's certification, the department must send notice by certified mail and provide the program with:

(a) The specific reasons for the revocation;

(b) The chapter 388-60A WAC standards the revocation is based on; and

(c) The effective date of the revocation.

(4) If the department temporarily or indefinitely removes a program staff's designation as trainee, staff, or supervisor, the department must send notice by certified mail and provide the treatment program with:

(a) The specific reasons for the removal of the program staff's designation;

(b) The chapter 388-60A WAC standards that the decision to remove the program staff's designation was based on; and

(c) If applicable, any remedial steps or corrective actions the program staff must take in order to have their designation as a trainee, staff, or supervisor reinstated.

(5) When the department revokes or suspends a program's certification, issues a written warning, or removes a program staff's designation as trainee, staff, or supervisor, then the department will notify the program director through certified mail of the program's right to request an administrative hearing.

(6) The program director may request an administrative hearing from the office of administrative hearings under chapter 388-02 WAC within thirty calendar days of the date on which the program received notice of the department's decision via certified mail, and if the program fails to submit its request for a hearing within this time-

frame, the program shall have no right to administrative review of the department's decision.

[WSR 19-15-044, recodified as § 388-60B-0520, filed 7/11/19, effective 7/28/19. WSR 18-14-078, recodified as § 110-60A-0520, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 26.50.150. WSR 18-12-034, § 388-60A-0520, filed 5/29/18, effective 6/29/18.]