

**WAC 246-335-320 Initial application.** An applicant for initial licensure must:

(1) Complete a department sponsored in-home services orientation class prior to submitting a state licensing application. The purpose of the orientation class is to provide prospective applicants an overview of the state licensing process, explain the differences between home care, home health, and hospice service categories, and department expectations of licensees providing care to vulnerable persons.

(2) Submit to the department:

(a) A completed initial licensing application on forms provided by the department;

(b) Evidence of current commercial general liability insurance indicating the following minimum coverage:

(i) Bodily injury, property damage, and contractual liability, in the amount of one million dollars per occurrence; or

(ii) Combined single limit coverage of two million dollars.

(c) A completed and signed full-time equivalent employee worksheet on forms provided by the department;

(d) Copies of criminal history background checks and disclosure statements in accordance with the following:

(i) RCW 43.43.830 through 43.43.842;

(A) For home care agencies, copies are required for the administrator and the supervisor of direct care services;

(B) For home health agencies and hospice agencies, copies are required for the administrator and the director of clinical services;

(ii) Criminal history background checks must be processed through the Washington state patrol;

(iii) Disclosure statements must be approved by the department; and

(iv) Criminal history background checks and disclosure statements must be obtained within three months of the application date.

(e) A description of the agency's organizational structure. For example, an organizational chart or narrative describing key positions and duties;

(f) A copy of the current business license(s);

(g) Policies and procedures addressing the content of this chapter for the service category(ies) to be provided. Policies and procedures must clearly demonstrate compliance with the applicable chapter requirements.

(i) Home care agency policies and procedures will not reference federal medicare requirements and may only reference an accrediting organization's requirements if they are accredited by that organization.

(ii) Home health and hospice agency policies and procedures may only reference federal medicare requirements or accrediting organization requirements if they are medicare certified or accredited;

(h) A copy of the in-home services orientation class certificate of completion;

(i) Other information as required by the department; and

(j) Fees specified in WAC 246-335-990.

(3) An applicant must meet the requirements of this chapter. An initial announced survey conducted by the department will confirm the applicant meets the requirements of this chapter.

(4) With the exception of a hospice care center applicant, an applicant has nine months from the application submission date to complete all steps required for initial licensure or adding one or more service categories to an existing license.

(a) The department may close out an application, with no refund of licensing fees being issued, if an applicant has not completed all steps required for licensure within nine months.

(b) An applicant whose application has been closed due to the nine-month time period lapsing is eligible to reapply at any time by submitting an initial application and appropriate fees.

(5) A licensee adding a new service category to their existing license must comply with subsections (2), (3) and (4) of this section. Licensees are not required to complete an orientation class in order to add a new service category to their license.

[Statutory Authority: RCW 70.127.120 and 43.70.250. WSR 18-06-093, § 246-335-320, filed 3/6/18, effective 4/6/18.]