

**WAC 388-829A-170 What information must alternative living providers keep in their records?** Alternative living providers must keep the following information in their records:

- (1) Client information:
  - (a) The client's name, address, and telephone number;
  - (b) The name, address, and telephone number of the client's legal representative, health care provider and any of the client's relatives that the client chooses to include;
  - (c) A copy of the client's most recent ISP;
  - (d) Copies of any positive behavior support plan or cross systems crisis plan, if applicable; and
  - (e) A copy of the current plan for alternative living services.
- (2) Provider Information:
  - (a) Provider training records (see WAC 388-829A-140 through 388-829A-160);
  - (b) All written reports submitted to DDD (see WAC 388-829A-180);
  - (c) Copies of the department approved service verification records, as specified in the provider's alternative living contract;
  - (d) Signed DDD policy on residential reporting requirements as specified in the alternative living contract; and
  - (e) Payment records.

[Statutory Authority: RCW 71A.12.30 [71A.12.030] and Title 71A RCW. WSR 07-16-101, § 388-829A-170, filed 7/31/07, effective 9/1/07.]