

WAC 388-101D-0050 Administrative documents. The service provider must prepare and maintain written documents as follows:

- (1) A mission statement;
- (2) A program description;
- (3) An organizational chart and description showing all supervisory relationships;
- (4) Description of staff roles and responsibilities, including the person designated to act in the absence of the administrator; and
- (5) Staffing schedules.

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