

WAC 110-145-1510 What personnel records must I submit to the department? (1) You must submit to the department, through the licensing provider portal, the following personnel records for each person who is employed by or volunteers at your facility:

- (a) An employment or volunteer application, including work and education history;
- (b) Education documentation;
- (c) Job description of the position at your facility;
- (d) Signed confidentiality statement;
- (e) Signed mandated reporter statement;
- (f) A record of participation in the program's orientation and preservice training and in-service training;
- (g) Behavior management training documentation;
- (h) First aid, CPR, and bloodborne pathogens training documentation;
- (i) A copy of a food handlers permit, if applicable;
- (j) A copy of a valid driver's license for staff transporting clients or employees;
- (k) A copy of a government issued photo ID;
- (l) A copy of current auto insurance, if using private vehicle to transport;
- (m) A log with background check information, containing dates of request and completion of the checks on all staff, interns, volunteers, and service contractors;
- (n) A record of a negative Mantoux, tuberculin skin tests results, X-ray, or a medical exemption to the skin test or X-ray; and
- (o) A record of required staff immunizations.

(2) You must maintain a written record of case consultation by a master's level consultant as defined in WAC 110-145-1460 for case managers with a bachelor's degree.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-145-1510, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-145-1510, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-145-1510, filed 12/11/14, effective 1/11/15.]