

WAC 110-145-1510 What personnel records must I keep at my facility? (1) You must keep personnel records on file for each staff person who is employed or volunteers at your facility. You must keep the following:

- (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/or preservice training and in-service training;
 - (g) Behavior management training documentation;
 - (h) First aid/CPR/HIV/AIDS/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 388-145-1460 for case managers with a bachelor's degree.

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