

**WAC 246-335-335 Applicant or licensee responsibilities.** An applicant or licensee must:

(1) Comply with the provisions of chapter 70.127 RCW and this chapter;

(2) Maintain at least one in-state office location where records are kept, secured, and accessible;

(3) Display the license issued by the department in an area within the main office that is visible to the public, including branch office locations if applicable;

(4) Cooperate with the department during surveys which may include reviewing licensee records and conducting on-site visits with client or patient consent;

(5) Notify the department in writing within thirty days of any of the following:

(a) Changes of administrator, director of clinical services, or supervisor of direct care services;

(b) Beginning or ceasing operation of any office location(s);

(c) Ceasing operation of home care, home health, hospice, or hospice care centers services;

(d) Decreasing home care, home health, or hospice service areas; and

(e) Survey or monitoring decisions and findings from a department approved accrediting organization, DSHS, or area agency on aging for agencies approved through substantial equivalency according to WAC 246-335-350.

(6) Request approval to expand state licensing home care, home health, or hospice service areas, by submitting an amended application, on forms provided by the department, which lists all service areas for which the agency is seeking approval and information based on the criteria in WAC 246-335-415(6), 246-335-515(6), or 246-335-615(6).

(a) To request approval to expand services areas for home health or hospice agencies that are certified by the Centers for Medicare and Medicaid Services, a licensee must contact the department's certificate of need program and follow their separate application and approval process.

(b) Licensees must receive department approval for service area expansion prior to providing services in the proposed expanded service area(s).

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