

WAC 246-335-430 Personnel, contractor, and volunteer records.

The licensee must maintain records on all personnel and volunteers and have access to records on all contractors to include:

- (1) Current practice certification, credential, licensure, or documentation that noncredentialed long-term care workers meet the exemption criteria in chapter 246-980 WAC, as applicable;
- (2) Documentation of references;
- (3) Evidence of orientation to current agency policies and procedures;
- (4) Contracts when using contractors;
- (5) Verification of personnel, contractor, and volunteer skills or training specific to meeting the care needs of clients;
- (6) Evidence of initial and subsequent criminal history background checks and disclosure statements according to RCW 43.43.830 through 43.43.842 and this chapter;
- (7) Training on current and revised agency policies and procedures, including client care issues;
- (8) Documentation for personnel, contractors, and volunteers who prepare food for the client independent of the client's assistance, including:
 - (a) A current food worker card per chapter 246-215 WAC; or
 - (b) Training equivalent to United States Food and Drug Administration; or
 - (c) Home care aide certification for personnel, contractors, and volunteers involved in food preparation services on behalf of clients.
- (9) Communicable disease testing and vaccination according to current state and federal health authority recommendations; and
- (10) Documentation of performance evaluations of personnel and volunteers providing direct client care and evaluations of services provided by contractors providing direct client care as required in WAC 246-335-425 (13) and (14).

[Statutory Authority: RCW 70.127.120 and 43.70.250. WSR 18-06-093, § 246-335-430, filed 3/6/18, effective 4/6/18.]