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.]