WAC 388-829A-175 What provider records must the provider maintain? (1) The provider must maintain:

(a) Provider training records under WAC 388-829A-140;

(b) Monthly service verification records signed by the client stating:

(i) The number of service hours provided to the client; and

(ii) The number of miles traveled with the client while providing services to the client;

(c) A copy of the provider's current policies, including a grievance policy;

(d) A copy of the provider's current background check;

(e) Proof that the provider's business license is current;

(f) A copy of the provider's valid driver's license and automobile insurance policy if the provider provides transportation for the client; and

(g) Individually signed forms acknowledging each of the following people understand mandatory reporting;

(i) Provider;

(ii) Administrator;

(iii) Owner;

(iv) Employee; and

(v) Volunteer.

(2) Upon request, the provider must submit to DSHS any record required under this section.

[Statutory Authority: RCW 71A.12.030 and 71A.12.110. WSR 25-11-082, s 388-829A-175, filed 5/21/25, effective 7/1/25.]