

WAC 388-829R-170 What records must overnight planned respite services providers keep? Overnight planned respite services providers must keep the following information:

- (1) Client's name and address;
- (2) Name, address, and telephone number of the client's relative or legal representative;
- (3) A copy of the most recent ISP;
- (4) A copy of the individual respite services agreement;
- (5) Nurse delegation records;
- (6) Water temperature monitoring records;
- (7) Staff training records;
- (8) Staff time sheets specific to locations worked;
- (9) Payment records;
- (10) Dates and times of service;
- (11) Progress notes and incident reports;
- (12) Medication intake records;
- (13) A list of the client's personal property upon arrival and departure; and
- (14) A record of money or gift cards managed by the respite provider on behalf of the client during the respite stay.

[Statutory Authority: RCW 71A.12.030, 71A.12.120, and 2015 3rd sp.s. c 4. WSR 16-17-003, § 388-829R-170, filed 8/4/16, effective 9/4/16.]