

WAC 388-829R-170 What records must overnight planned respite services providers keep? (1) For each client, the overnight planned respite services providers must keep the following information:

- (a) The client's name and address;
- (b) The name, address, and telephone number of the client's primary guardian or legal representative;
- (c) A copy of the client's most recent person-centered service plan;
- (d) A copy of the client's overnight planned respite services individualized agreement;
- (e) Nurse delegation records, if applicable;
- (f) Progress notes;
- (g) Incident reports, if applicable;
- (h) Medication documentation, including a medication intake form and medication administration records, if applicable;
- (i) A list of the client's personal property upon arrival and departure; and
- (j) A record of money or gift cards managed by the respite provider on behalf of the client during the respite stay, if applicable.

(2) An overnight planned respite services provider must also keep the following:

- (a) Water temperature monitoring records;
- (b) Direct support professional training records;
- (c) Direct support professional time sheets specific to locations worked;
- (d) Payment records;
- (e) A signed copy of DSHS form 10-403 for each direct support professional and administrator.

[Statutory Authority: RCW 71A.12.030 and 71A.12.040. WSR 20-08-033, § 388-829R-170, filed 3/24/20, effective 5/1/20. 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.]