

**WAC 388-829C-340 What client records must the companion home provider maintain?** A companion home provider must maintain all of the following client records:

- (1) The client's name, address, and Social Security number.
- (2) The name, address, and telephone number of the client's legal representative, if the client has one, and any of the client's relatives that the client chooses to include:
- (3) Appropriate documents establishing the legal representative's legal authority to act on behalf of the client, if applicable.
- (4) Signed authorization for release of information forms.
- (5) Health care information, including:
  - (a) The name, address, and telephone number of the client's health care providers;
  - (b) Instructions from the client's health care providers;
  - (c) The client's health care appointment dates;
  - (d) The client's known major health events;
  - (e) The client's medication, health, and surgery records;
  - (f) Written documentation that instructions from the client's health care providers have been followed;
  - (g) A copy of the client's medical insurance card; and
  - (h) Refusals to participate in services under WAC 388-829C-370.
- (6) If the client receives nurse delegation services, nurse delegation records including:
  - (a) A signed consent for nurse delegation;
  - (b) Written instructions from the delegating nurse for performing each delegated nursing task; and
  - (c) A log of each delegated nursing task performed in the last six months.
- (7) Current service and support plans, including the client's:
  - (a) Person-centered service plan;
  - (b) Individual education plan, if the client is in school;
  - (c) Individual employment plan, if the client has one;
  - (d) Positive behavior support plan, if the client has one; and
  - (e) Cross-systems crisis plan, if the client has one.
- (8) Financial information, including:
  - (a) The client's individual financial plan under WAC 388-829C-270;
  - (b) Documentation of any money management and instruction provided to the client;
  - (c) The client's property records under WAC 388-829C-380;
  - (d) The client's burial plan, if the client has one; and
  - (e) The client's will, if the client has one.

[Statutory Authority: RCW 71A.12.030, 71A.10.020 and 71A.12.040. WSR 18-22-106, § 388-829C-340, filed 11/6/18, effective 12/7/18. Statutory Authority: RCW 71A.12.30 [71A.12.030] and Title 71A RCW. WSR 07-16-102, § 388-829C-340, filed 7/31/07, effective 9/1/07.]