

**WAC 110-145-1510 What personnel records must I submit to the department?** (1) You must submit to the department, through the licensing provider portal, the following personnel records for each person who is employed by or volunteers at your facility:

- (a) An employment or volunteer application, including work and education history;
- (b) Education documentation;
- (c) Job description of the position at your facility;
- (d) Signed confidentiality statement;
- (e) Signed mandated reporter statement;
- (f) A record of participation in the program's orientation and preservice training and in-service training;
- (g) Behavior management training documentation;
- (h) First aid, CPR, and bloodborne pathogens training documentation;
- (i) A copy of a food handlers permit, if applicable;
- (j) A copy of a valid driver's license for staff transporting clients or employees;
- (k) A copy of a government issued photo ID;
- (l) A copy of current auto insurance, if using private vehicle to transport;
- (m) A log with background check information, containing dates of request and completion of the checks on all staff, interns, volunteers, and service contractors;
- (n) A record of a negative Mantoux, tuberculin skin tests results, X-ray, or a medical exemption to the skin test or X-ray; and
- (o) A record of required staff immunizations.

(2) You must maintain a written record of case consultation by a master's level consultant as defined in WAC 110-145-1460 for case managers with a bachelor's degree.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-145-1510, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-145-1510, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-145-1510, filed 12/11/14, effective 1/11/15.]