Residential Care Services (RCS)
Operational Principles and Procedures for
Adult Family Homes (AFHs)
LICENSING INSPECTIONS

STAFF RECORD REVIEW

I. Purpose

To determine whether the home has a systematic and consistent way of obtaining and maintaining documentation of staff credentials.

II. Authority

RCW 70.128.090 (1)
RCW 70.128.130
RCW 70.128.120
RCW 70.128.250

III. Operational Principles

A. The provider/entity representative is responsible for ensuring the resident manager and all staff are competent, qualified and have received the necessary training and testing to perform assigned tasks.

B. The provider is responsible for maintenance of the staff records.

C. The focus of the staff record review is on the period of time since the last inspection to ensure staff have current and required training and credentials needed to provide for resident care and services.

IV. Procedures

The Licensor will:

A. Request one current caregiver staff record for review and one provider or resident manager record.

B. Request and review copies of the background check results for all employees including the provider/s and resident manager if there is one.

C. Review the provider record if there are no caregivers employed at the AFH other than the provider.

D. Review the selected record(s). **FORM G (Administrative Record Review)**

E. If record(s) appear incomplete or dates are not current for certifications and trainings, communicate findings to provider and/or caregiver to ensure all documentation is available for review. Record the date it was completed or expiration date as applicable.

F. Expand the staff record review sample if observations, resident interview, provider/staff interview or resident and/or staff record review reveal issues or concerns regarding training, certification or testing.

INFORMATION AND ASSISTANCE

A. Conduct further record review only if there are identified probable or actual negative resident outcome.

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Date