



Overview

Residential Care Services' (RCS) core mission is to protect the vulnerable in all RCS-regulated settings. The policy unit enables RCS to achieve its mission by providing good stewardship for the regulatory system on which RCS relies. This means the policy unit has the responsibility for careful planning, management, and monitoring of the rules, policies, procedures, and legislation affecting RCS. The policy unit is not the owner of any rule, policy, or procedure, but acts on behalf of RCS leadership, staff, and the public.

The five main functions of the policy unit are:

- Writing rules (WACs) and policies in response to changes in the legal landscape of Washington State, such as new laws, regulations, or RCS business needs and processes.
- Promoting transparency, accountability, and democracy by conducting collaborative stakeholder activities, consensus-building, and other good governance processes.
- Supporting RCS leadership decision making by providing recommendations founded on evidencebased research, consultations, and input from RCS staff and the Assistant Attorney Generals (AAGs), and sound legal and business process analysis.
- Reviewing, analyzing, and drafting legislation that affects RCS regulated settings, including timely responses to the Governor's office, legislators, and public inquiries.
- Providing rule and policy interpretation and advice to RCS leadership, staff, and the public.

The policy unit is comprised of subject matter experts in each of the regulated settings which RCS oversees. However, it is also the responsibility of the policy unit to listen to, understand, and incorporate the advice of the many experts across RCS.

These procedures are not covered by <u>DSHS Administrative Policies</u> as they are specific to Residential Care Services. These procedures will be reviewed for accuracy and compliance at least every five years.

Contacts

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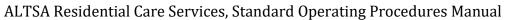


Part I: <u>Rulemaking – Under Construction</u>

A. General Procedures and Approval to Create – Under Construction

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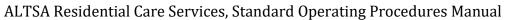




B. <u>CR-101 – Under Construction</u>

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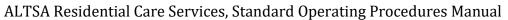




C. Rule Drafting – Under Construction

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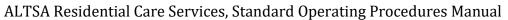




D. <u>Analyses – Under Construction</u>

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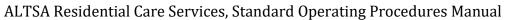




E. Rule Approval – Under Construction

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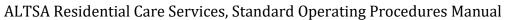




F. <u>CR-102 – Under Construction</u>

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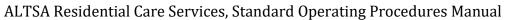




G. <u>Public Hearing – Under Construction</u>

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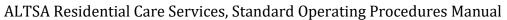
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H. <u>CR-103P – Under Construction</u>

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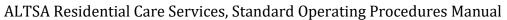




I. <u>Implementation – Under Construction</u>

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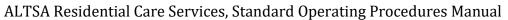




J. Final Rulemaking File – Under Construction

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Part II: <u>Legislative Session – Under Construction</u>

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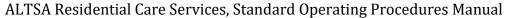




Part III: <u>Management Bulletins and Dear Provider Letters – Under Construction</u>

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Part IV: Appendices

A. Glossary of Terms

Agency – State agency

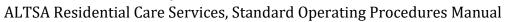
Department – This term refers to the Washington state Department of Social and Health Services (DSHS).

Facility/home/provider – Refers to the following statues: RCW 74.34.020(5), these terms refer to a residence licensed or certified under Chapter 18.20 RCW (Assisted Living Facilities); Chapter 70.97 RCW (Enhanced Services Facilities); Chapter 18.51 RCW (Nursing Homes); Chapter 70.128 RCW (Adult Family Homes); Chapter 72.36 RCW (Soldiers' Homes); or Chapter 71A.20 RCW (Residential Habilitation Centers); or any other facility licensed or certified by the Department.

Working days (business days) – defined as Monday through Friday, excluding federal and state holidays.

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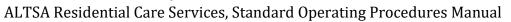




B. Acronym List

AA4	Administrative Assistant 4			
AAG	Assistant Attorney General			
AFH	Adult Family Homes			
ALF	Assisted Living Facilities			
CC	Carbon Copy (in emails)			
CCRSS	Certified Community Residential Services and Supports			
CES	Concise Explanatory Statement			
СРМ	Communications Program Manager			
DPL	Dear Provider Letter			
DSHS	Department of Social and Health Services			
ESF	Enhanced Services Facilities			
ICF/IID	Intermediate Care Facilities for Individuals with Intellectual Disabilities			
IP	Interested Parties			
IT	Information Technology			
MB	Management Bulletin			
NH	Nursing Homes			
OC5D	Office Chief Five Day Review			
PPM	Policy Program Manager			
PUM	Policy Unit Manager			
PUP Tracker	Policy Unit Project Tracker			
QI	Quality Improvement			
QIC	Quality Improvement Coordinator			
QIUM	Quality Improvement Unit Manager			
RA	Regional Administrator			
RCS	Residential Care Services			
RCW	Revised Code of Washington			
SOP	Standard Operating Procedures			
WAC	Washington Administrative Code			

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C. Change Log

Eff. Date	Chapter/	Description of	Reason for	Communication
	Section #	Change	Change	and Training Plan
09/08/2023	Full Chapter	 SOP Management 	• SOP	MB R23-075
		moved to Chapter 10	Management	
		(Quality	responsibility	
		Management)	transferred to	
		 Reformat Chapter 	newly created	
			Quality	
			Improvement	
			Unit	
			Provide for	
			easier navigation	
09.27.2019	Full Chapter	Establishment of	Chapter	MB R19-073
		Chapter 8	development	

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