

Timeframe Chart

This Timeframe Chart is for Reference only – click on the WAC reference to ensure you have the most up-to-date and complete information.

Timeframe Chart Revised 4/7/2022
RCS Standard Operating Procedures Manual - V11.15.2021

Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
Administrative Hearing	The AFH must	Send written request	Within 28 days	Of the receipt of the enforcement letter to request a formal administrative hearing		388-76-10995 (2)
Administrative Hearing	The AFH must	Include in their written request for a formal administrative hearing if they would like an expedited hearing	Within 60 days	For a summary suspension, stop placement, or conditions to the AFH	No other actions qualify for an expedited review hearing	Enforcement Letter
AFH Admin Training	The AFH must	Complete the 54-hour AFH Admin training at a DSHS contracted Community College	Prior to applying for a license (The AFH Admin training does not expire)		Exception – exceptional circumstances may waive the training requirement for 4 months Do not need to retake the class when applying for a 2 nd home	388-76-10064 388-112A-0810
Annual License Renewal	The AFH pays	Their annual license fee	By the 15 th of the same month	In which the home was initially licensed	Unless there is a summary suspension or closure	388-76-10025(2) RCS Ch. 12 AFH
Application	The Business Analysis and	Respond to questions about completing the AFH application	Within 48 hours	BAAU@dshs.wa.gov 360-725-2573		

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Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
	Applications Unit (BAAU) will					
Application	AFH applicant must	Reply to BAAU regarding their AFH application	Within 60 days	of the BAAUs 1 st request for additional information (incomplete letter) or the incomplete application	becomes void	388-76-10075(1)
Application	AFH Applicant must	obtain AFH license	Within 1 calendar year	of first submitting the application	It becomes void	388-76-10075(2)
Application	The applicant must	Include a list of all facilities or homes within the	last ten years	in which the applicant, persons affiliated with the applicant, or affiliated entities provided care and services to children or vulnerable adults		388-76-10085
Application	The entity applying must	Include a list of all facilities or homes within the	last ten years	In which the applicant or persons affiliated with the applicant, managerial employee, or owner of five percent or more of the entity provided care and services to children or vulnerable adults		388-76-10090(1)
Assessment	The AFH must	Ensure that any mood or behavior symptoms that the resident has had within the	last 5 years	Is documented within their assessment		388-76-10335 (6)(c)
Assessment - Significant Change	The AFH Calls	The HCS/DDA Case/Resident Manager if a resident's condition does not return to baseline	Within 2 weeks	A significant change assessment may be needed		388-76-10000 "Significant Change"

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Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
Assessment – Updates required	The AFH must	Ensure each resident's assessment is reviewed and updated	At least every 12 months	And document the resident's ongoing needs and preferences		388-76-10350
Background check	The AFH must	Ensure a new DSHS background authorization form is submitted for each individual listed in WAC 388-76-10161 to the department's background check central unit	Every 2 years	from the initial date it was conducted		388-76-10165(1), (1)(a)
Background Check – Conditional Employment	The AFH must	Submit the WA name and DOB background check	No later than 1 business day	After conditional employment and the other requirements in this WAC are met		388-76-10175(1)
Background Check – Disclosure of Information	The AFH may	Share completed Washington state background check results with another health care facility, if	(b) No more than 12 months (c) No more than 2 years	Has lapsed between the date the person was last employed at a licensed health care facility and the date of the person's current employment application; AND Have passed since the last background check	Results of the national fingerprint-based background check may not be shared.	388-76-10174 (1)(b)(c) RCW 43.43.832
Background Check – Provisional Hire	The AFH may	Provisionally employ individuals hired after 1/7/2012 and listed in WAC 388-76-10161(2)	For 120 days	If they have not been disqualified by the WA state name and DOB background check and are pending the results of the		388-76-10176

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Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
				national fingerprint background check		
Background check - Retention	The AFH must	Keep all background authorization forms, background check results, related information, and all copies	For 2 years	after the date an employee either quits or is terminated		388-76-10170 (4)
Building Codes Section R330-AFH	The prospective AFH must	Meet the building requirements set out in the section	Prior to	Submitting the AFH application	This section shall not apply to AFHs licensed prior to July 1, 2001.	51-51-0330
Capacity Changes	The AFH requests	An increase in capacity – RCS determines the requests and notifies the BAAU - if the AFH's capacity cannot be increased, the BAAU notifies the home	Within 10 working days	And the AFH will be sent an application refund		RCS Ch. 12 AFH
CHOW	The licensor will	Complete a full inspection	Within 30 days	If the home is under a plan of correction (POC) for outstanding violations at the time of the CHOW		RCS Ch. 12 AFH
CHOW	The licensor will	Complete a full inspection	Within 30 days	If the home is under a plan of correction (POC) for outstanding violations at the time of the CHOW AND If the applicant is not licensed for another home at the time of the CHOW		RCS Ch. 12 AFH
CHOW	The licensor will	Complete a full inspection	Within 6 months	If the applicant is licensed for another home at the time of the CHOW		RCS Ch. 12 AFH

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Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
Civil Fine Grid	The department will	consider civil fines for any violation that is of	Imminent danger And/or Immediate threat	Of \$3000 or daily civil fine of at least \$1000 per day		388-76-10976
Civil Penalties	The department may	Impose civil monetary penalties (1) of at least \$100 (a) up to \$3000 (b) up to \$10,000	1-Per day a-Each time there is a b-Upon discovery of a	1-Per violation a-Willful interference with a LTC Ombuds b-current or former licensed provider who is operating an unlicensed home		388-76-10975 RCW 70.128.150 RCW 74.39A.060 RCW 70.128.065 (2)
Civil Penalties	The AFH must	Pay civil monetary penalties –	No later than 28 days after being served with notice of the penalty	Unless a hearing is requested.		388-76-10975 (3)
Civil Penalties	The civil penalty	Becomes due	10 days	After a final decision in the department's favor is issued		388-76-10975 (3)
Civil Penalties	The civil penalty	Accrues interest at a rate of 1%/month	30 days	After the department serves the AFH with notice of the penalty		388-76-10975 (3)
Complaint Investigations Licensing Visits	The licensor/Complaint Investigator will	Send Statements of Deficiency (SOD) to the AFH	Within 10 working days	Of the last date of data collection if there is not enforcement action	If there is enforcement action, then the SOD may be delivered later once the enforcement action has been	RCS Ch. 7 Enforcement RCS Ch. 20 Complaint Investigations

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Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
					reviewed and approved	
Condition on License	The AFH must	Comply with the conditions placed on their home	Immediately	Upon receiving written notification from the department	The condition requirements are not postponed pending completion of information dispute resolution and/or administrative hearing processes	RCS Ch. 7 Enforcement
Condition on License	RCS may	Place a condition on the AFH license if they have one or more violations that are serious, or are repeated, or are uncorrected within	A specific time			388-76-10970
Disaster and Emergency Preparedness	The AFH must	ensure all staff are trained when AND all staff and residents	1- They begin work 2- Review annually	1- on the emergency and disaster plan and procedures AND 2- the emergency and disaster plan and procedures		388-76-10855
Drinking Water	The AFH must	have an on-site emergency supply of drinking water that will last a minimum of	72 hours	For the home's licensed capacity, every household member, and caregiving staff		388-76-10845(1)
Drinking Water	The AFH must	have an on-site emergency supply of drinking water that is replaced	Every 6 months		unless it is sealed and commercially bottled; and is stored in a cool,	388-76-10845(5)

Timeframe Chart

Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
					dry location away from direct sunlight	
Electronic Monitoring Equipment	The AFH must	Reevaluate the need for the electronic monitoring with the resident	At least quarterly	And have each reevaluation in writing signed and dated by the resident.		388-76-10725 (3)
Electronic Monitoring Requirement	The AFH must	Stop electronic monitoring	Immediately	If the resident no longer wants electronic monitoring, the roommate objects or withdraws consent, or the resident becomes unable to give consent		388-76-10725(4)
Emergency Admissions	The AFH must	Ensure the assessment and preliminary SP are completed	Within 5 working days of admit	For an emergency admit of a private pay resident		388-76-10395 (3)(a)
Emergency Admissions	The AFH must	Obtain approval from the authorized case manager	Before admission	for an emergency admit of a Medicaid resident		388-76-10395 (3)(b)
Enforcement	RCS Headquarters will	Send, by certified mail, the SODs, cover letters and enforcement letters	Within 10 working days	Of completion of data collection, when there is one or more of the following actions: <ul style="list-style-type: none"> • Suspension • Civil fine(s) • Revocation • Stop placement and/or • Condition(s) on the license 	If a Stop Placement has been implemented, the licenser will call by phone the provider immediately to inform about the stop placement, followed by certified SOD report.	RCS Ch. 7 Enforcement

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Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
Evacuation	The AFH must	ensure emergency evacuation drills occur	at least every two months	during random staffing shifts		388-76-10895(1)
Evacuation	The AFH must	Ensure all residents take part together and at the same time in at least one emergency evacuation drill	Per calendar year	That includes full evacuation from the home to a safe location		388-76-10895(2)
Evacuation	The AFH must	Must be able to evacuate all residents from the home in	5 minutes or less	to a safe location outside the home		388-76-10865 (1)
Evacuation - Notification	The AFH must	call the department's toll-free complaint telephone number	Immediately	in the event of any fire or emergency evacuation from the home		388-76-10905
Fair Hearing Informal Dispute Resolution	The AFH must	File a written application for an adjudicative proceeding	Within 28 days of receipt of the decision	If the AFH wants to contest the imposition of any remedy by the department		388-76-10995(2)
Fire Extinguishers	The AFH must	Ensure that approved fire extinguishers are	annually	inspected and serviced		388-76-10810 (2)(b)
Food Handling	The AFH provider must	Provide to all staff, safe food handling information	Prior to	Handling food for residents	Continuing education must include one half hour per year on safe food handling in adult family homes as described in RCW 70.128.250 when the long-term worker does not maintain a food handler's permit.	388-112A-0210 (1)(b) 388-112A-0230 (3)

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Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
food supply	The AFH must	have an on-site emergency food supply that will last a minimum of	72 hours	For each resident and each household member		388-76-10840(1)
Forms	The AFH must	Complete the Disclosure of Services form	With a licensing application Within 30 days	prior to changing any services		388-76-10532 (1)
Forms	The AFH must	Provide the Disclosure of Charges form	Prior to or at admission to the home			388-76-10532 (2)
Informal Dispute Resolution (IDR)	The AFH must	Send written request	Within 10 working days of the receipt of the enforcement letter	to request an Informal Dispute Resolution		Enforcement Letter
Informal Dispute Resolution (IDR)	The AFH may	Submit a written statement for review	Within 10 working days of receipt of the finding	if the AFH disagrees with the department's finding of a violation		388-76-10990(5)
Informal Dispute Resolution (IDR)	The department	Issuing orders imposing license suspension, stop placement, or conditions on a license are effective	immediately	upon notice and shall continue pending dispute resolution		388-76-10990(6) 388-76-10995(1)
Informal Dispute Resolution (IDR)	The AFH	Will have	15 minutes	Per dispute to present their case to the IDR panel – time all together not to exceed 30 minutes to summarize their position on all the deficiencies in dispute.		Dear Provider Letter #2019-011

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Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
Inspection Reports	The Department	Will mail or hand deliver the inspection and investigation reports	Within 10 working days- OR Within 10 calendar days-	-Of completion of the inspection process -Of completion of the inspection process if the home does not have a deficiency		388-76-10920
Laundry Services	The AFH must	Laundry sheets and pillowcases	Weekly		Or more often if soiled	388-76-10410 (2)
Liability Insurance	Then AFH must have	Commercial General/ Business Liability insurance	Upon licensure	And maintain the insurance.	Professional Liability required if the home employs professional staff	388-76-10191
License – change of personnel	The entity provider must	Post in the home in a visible location in a common area on at least one board meeting	Per 12-month period	Where all residents, et.al. can view it		388-76-10041 (2)
License – change of personnel	The entity provider must	Provide written notice to all residents and the department when the entity representative changes	ASAP	upon realizing the need for a change		388-76-10041 (3)
License - Denied	The applicant	Will be denied a license if it has been	Less than 20 years	Since the applicant surrendered or relinquished an adult family home license after receiving notice of the department's initiation of a denial, suspension, nonrenewal or revocation of the license		388-76-10120 (2)

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License – Denied	The applicant	Will be denied a license if the applicant, the spouse, or domestic partner of an applicant who is a sole proprietor, the spouse or domestic partner of an entity representative with an ownership interest in the business, or any partner, officer, director, managerial employee, or majority owner of the applying entity	within the past 10 years	Has prior violations of federal or state laws or regulations relating to residential care facilities resulting in revocation, suspension, or nonrenewal of a license or contract with the department		388-76-10120 (3)(b)
License - relinquishment	The AFH must	relinquish its license	After 24 months	if it has not provided care and services to residents during that time		388-76-10050 (2)
(2) License Revocation	The department will	Make effective a license revocation	28 days	After the AFH receives written notice about the revocation	Unless the home files an appeal before the effective date – then the revocation will not take effect until the appeal is dismissed or a final order has been determined through the administrative hearing process	RCS Ch. 7 Enforcement

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Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
Licensing fees Report	RCS will	Pull an AFH licensing fee overdue report	On the 20 th	Of each month	Nonpayment of fees is referred to the Complaint Resolution Unit (CRU) as a complaint	RCS Ch. 12 AFH
Licensing fees Complaint	The CRU at RCS Headquarters assigns	The complaint a	20 working days	Priority and assigns it to the field RCS office for action	If payment has not been made, a Statement of Deficiency (SOD) will be issued.	RCS Ch. 12 AFH
Licensing fees Complaint	The Complaint Investigator will	Conduct a field visit	within 20 days	To ensure that financial issues are not impacting resident care and safety		RCS Ch. 12 AFH
Licensing fees Complaint	The Complaint Investigator will	Conduct a follow-up visit	30 days after the SOD is issued	If the payment has been Made, the follow-up visit can be completed in the office and the complaint closed – if not,	The Complaint Investigator will recommend the RCS Field Manager refer the AFH for enforcement action based on uncorrected citations and a condition is placed on the homes license	RCS Ch. 12 AFH
Licensing fees Complaint	The AFH must	Pay the overdue licensing fees in full	Within 15 calendar days	Of the effective date of the condition		RCS Ch. 12 AFH
Licensing fees Complaint	The Compliance Specialist will	Place a stop placement order on the AFH if the licensing fees have not been paid	Within 30 days	Of the effective date of the condition.		RCS Ch. 12 AFH

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Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
Licensing fees Complaint	The Compliance Specialist will	Verify if payment has been made if licensing fees have not been paid	Within 30 days	Of the stop placement order	A civil fine of \$100 per day will be imposed until the fees are paid	RCS Ch. 12 AFH
Licensing fees Complaint	The Compliance Specialist will	Verify if payment has been made if licensing fees have not been paid	Within 30 days	Of issuance of the civil fine	A summary suspension and revocation will be issued	RCS Ch. 12 AFH
Live-in/on-site Provider-License requirement	The AFH provider/entity representative	Must live in the home or Employ or contract with a resident manager who lives in the home and is responsible for the care and services of each resident at all times. If there is			If there is 24-hour Staffing coverage and a staff person who can make needed decisions is always present in the home, then, the provider, entity representative, or resident manager is exempt from the live-in requirement	388-76-10040
Management Agreement	The AFH must	Submit the written management agreement	60 days prior	To the proposed change of ownership date or the effective date of the management agreement		388-76-11050 (5)(b)
Management Agreement	The AFH must	Submit any amendments to the management agreement	30 days before	the amendment takes effect		388-76-11050 (6)
Management Agreement	The AFH must	Notify current residents and their representative	60 days before	Entering into a management agreement		388-76-11050 (7)
Management Agreement	The manager must	Send copies of inspections and	Immediately	To the AFH		388-76-11060 (4)

Timeframe Chart

Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
		notices of noncompliance				
Management Agreement	The AFH is required	to participate in and at minimum and Review the management agreement	(6)Monthly (6)Quarterly (8)Annually	oversight meetings on-site visits to the home and notify the department of change according to applicable regulations		388-76-11060
Management Agreement	The manager must	Give the AFH a	Monthly	Accounting of the resident's funds if they are responsible for the day-to-day management of the funds		388-76-11070 (2)(a)
Meals and Snacks	The AFH must	Serve at least 3 meals in each	24 hours	period		388-76-10420 (1)(a)
Medical Emergencies	The AFH must	(1) Develop and implement policies and procedures which require (2) If available, give emergency medical service personal	Immediate Immediately	Contact of local emergency medical services when a resident has a medical emergency copies of the documents outlined in this section	Unless the caregiver, present at the time of the emergency, is a licensed physician or registered nurse acting within his or her scope of practice; Whether or not: -Any order exists directing medical care for the resident; -The resident has provided an advance directive	388-76-10250

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Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
					for medical care; or -The resident has expressed any wishes involving medical care. (4)The AFH is not required to contact emergency medical services when resident is receiving hospice and the emergency is related to expected hospice death and the hospice agency has been monitoring.	
Medication – Timing	The AFH must	Ensure medication are given at the specific times ordered by the practitioner and as follows when the practitioner does not order a medication to be given at a specific time	1 time per day 2 times a day 3 times a day 4 times a day	About every 24 hours About 12 hours apart About 6 hours apart About 4 hours apart		388-76-10470 (1)
Medication – Timing	The AFH must	Ensure all directions given by the practitioner are	-Before meals -After meals -With or without food	when assisting or giving each resident medication.		388-76-10470 (2)

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Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
		followed including but not limited to	-At bedtime			
Modifications Review	The AFH must	Ensure that all modifications must be reviewed	Annually	With the assessment and negotiated care plan and evidence of its effectiveness or lack thereof must be documented in both		388-76-10401 (3)
Multiple AFH - License Requirements	The applicant	Must provide a	24 hours 7 day a week	Staffing plan for each home when the applicant wants the department to consider an application for more than on home		388-76-10035 (a)
Multiple Homes	The AFH may	Submit an application for a 2 nd home in	24 months	If the 1 st home has been maintained with no enforcement cations listed in this section		388-76-10037 (1)
Multiple Homes	The AFH may	Submit an application for a 3 rd or additional homes when	(a) 12 months Or (b) < 12 months And during the 12 months	Has passed since the previous license was granted and there has been no enforcement actions against any of the existing homes within those 12 months Or application is due to a CHOW that is currently licensed And prior to application no enforcement action was taken against any of the applicant's AFHs		388-76-10037 (2)

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Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
Negotiated Care Plan (NCP)	The AFH must	Ensure the NCP is developed and completed	Within 30 days	Of the resident's admission		388-76-10360
Negotiated Care Plan - Timing	The AFH must	ensure that each resident's negotiated care plan is reviewed and revised	At least every 12 months	Or -After a significant change assessment -When plan/parts of the plan no longer address the resident's needs and preferences -at request of resident or resident representative		388-76-10380
Notification- Department Resident Resident's representative	The AFH must	Notify the department each resident and each resident's representative	At least 30 days	Before an AFH voluntarily closes		388-76-10210 (1)
Notification – background check	The AFH must	provide a person a copy of the results of their background check	Within 10 days of the request	If requested		388-76-10164 (1)(b)
Notification – CHOW Resident Department	The current AFH owner must	Provide written notice to DSHS and the resident	60 days prior	To the date of the proposed change of ownership	If 60 days waived, notification must be as early as possible	388-76-10106 (1) 388-76-10107
Notification - Construction/ Remodeling – relocation of residents	The AFH must	Notify the department	At least 30 days	Before moving all residents out of the AFH for construction or remodeling		388-76-10710 (2)
Notification - Resident	The AFH must	Notify each resident or resident representative in writing	At least 30 days	Before the effective date of the change of the home location or address		388-76--10110 (3)

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Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
Notification-department of revenue	The AFH must	Notify the department of revenue of abandoned property when a resident is missing from the home	For more than 90 days	and meet the criteria outlined in WAC 388-76-10215 (4)(b)(i-v)		388-76-10215 (4)(a)
Nurse Delegation - Criteria	The registered nurse delegator must	Obtain written consent from the patient, or authorized representative (7.70 RCW). Documented verbal consent of patient or authorized representative may be acceptable if written consent if obtained	within 30 days	Obtained electronic consent is an acceptable format.	Written consent is only necessary at the initial use of the nurse delegation process for each patient and is not necessary for task additions or changes or if a different nurse, nursing assistant, or home care aide will be participating in the process.	246-840-930 (10)(b)
Nurse Delegation - Criteria	The registered nurse delegator ensures	Safe and effective services are provided Reevaluation and documentation occurs	At least every 90 days	Of the actual act of accomplishing the task or activity. Frequency of supervision is at the discretion of the registered nurse delegator and may be more often based upon nursing assessment.	The nurse delegator has the authority to require corrective action.	246-840-920 (16) 246-840-930 (12)(m), (18)
Nurse Delegation - Criteria	The registered nurse delegator shall	Supervise delegation of insulin injections	At Least weekly for first 4 weeks and then at	Or more frequently		246-840-930 (19)

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			least every 90 days			
Occupancy increases to 7 or 8	The AFH must	Meet this criterion <ul style="list-style-type: none"> • Having held an AFH license for at least twenty-four months; • Having been licensed for a capacity of six for at least twelve months, having completed at least two full inspections, and • Having no enforcement actions against the home for the last two inspection cycles. 	Prior to applying	to increase their capacity to seven or eight	NA	70.128.066 RCW
Orientation	An applicant or person who has not	held an AFH license	within the last 12 months must	Attend Orientation before submitting an application	Application will be returned	388-76-10060 (1)
Orientation	AFH Application has not	Obtained AFH license	Within 1 calendar year	of first submitting the application	Must take Orientation again	388-76-10060 (2)
Orientation	A new entity representative in a currently licensed AFH must	Attend Orientation	Within 120 days	Of assuming the role	Unless: <ul style="list-style-type: none"> a) Course completed in previous 24 months or b) Worked as an entity rep or provider in an 	388-76-10060 (3)

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Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
					AFH in the last 12 months	
Plan of Correction (POC) - Required	The AFH must	Return the inspection report with completed attestation of correction statements	Within 10 calendar days	Of receiving the report		388-76-10930 (7)
ProviderOne	The AFH must	Submit their Medicaid claim to ProviderOne	By 5 PM Tuesday	To be paid the following Monday		ProviderOne
Qualifications - Provider	The AFH must	Ensure the provider, entity representative on behalf of an entity provider, and resident manager has completed	Within the previous 60 months	1000 hours of successful direct care experience obtained after age eighteen to vulnerable adults in a licensed or contracted setting before operating or managing a home		388-76-10130 (8)
Qualifications - Assessor	The AFH must	Ensure that an assessor performing assessments for private residents has meets all the qualifications outlined in this section, including	2 years Or 3 years Or 3 years	Social service experience and a master's degree Or Social service experience and a bachelor's degree or Clinical nursing experience and a nursing license Or Licensed Physician		388-76-10150
RCS Visits	RCS Investigators	Conducts licensing visits	Every 9-18 months	Visits are unannounced and occurs at difference times of the day, week, month - must be completed no later than the end of the 18 th month	May inspect a home every 24 months if the AFH has no citation for the past 3 consecutive	RCS Ch. 12 AFH

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				after licensure or end of the previous inspection	inspection and not had any citations resulting from complaint investigations	
RCS Visits	The licensor will	Send a written report of the licensing visit within	10 working days	Of completion of data collection		RCS Ch. 12 AFH , Exit
RCS Visits	The licensor should	Visit the home	between 1 and 15 days	After the date on the Plan of Correction (POC)/Attestation	Unless circumstances inhibit the licensor's ability to visit in that timeline.	RCS Ch. 12 AFH , Follow-up visits
RCS Visits	The licensor/Field Manager will	complete follow-up visits	no more than 60 days	After the last day of data collection.		RCS Ch. 12 AFH , Follow-up visits
RCS Visits	The licensor will	Schedule and track any additional visits/citations once the home is initially out of compliance. The provider generally has	up to 45 days	To implement corrective actions.	The RCS Field Manager can require a shortened timeframe for correction based on other compliance issues or the health and welfare of the residents in the home.	RCS Ch. 12 AFH , Follow-up visits
RCS Visits	RCS	Complete a second follow-up visit	before 90 calendar days	From the last date of data collection when the first follow-up visit results in any deficiency.		RCS Ch. 12 AFH , Follow-up visits
RCS Visits	The AFH must	begin corrective action of each deficiency	immediately	Even if there is an Informal Dispute Resolution results	A deficiency is only rescinded by IDR if and when it	RCS Ch. 12 AFH , Follow-up visits

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				pending or an attestation of correction	is modified or deleted after completion of the IDR process.	
RCS Visits - Licensing	The Licensor will	Send a certified letter to the applicate	Within 10 working days	Of the inspection if the applicant did not meet all the licensing requirements.		RCS Ch. 11
RCS Visits - Licensing	The AFH must	Complete an attestation statement for each cited deficiency in the COD and returned to the department	Within 10 calendar days	Of receiving he report. Correction dates should not exceed 45 days from the last day of the data collection.	If the attestation is not received in time or within the next working day, the provider will be called and reminded to submit the documentation to the department within the next 24 hours. If the AFH does not meet this deadline, the licensor may conduct another onsite visit.	RCS Ch. 7 Enforcement
RCS Visits - Licensing	The Licensor will	Review the AFH's attestation statement	Within 5 working days	Of receipt of the document and monitor compliance		RCS Ch. 7 Enforcement
RCS Visits - Licensing	The AFH must	Complete the corrections as outlined	within the timelines	Outlined in the SOD.	Failure to comply with the plan of correction attestation requirement could result in	RCS Ch. 7 Enforcement

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Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
					enforcement action including civil fines	
RCS Visits - Licensing	The Licensor may	Impose civil fines if the AFH provider, on 2 or more occasions, have recurring or uncorrected violations	Within the last 36 months	or since the date of the last full inspection, which ever period is longer		RCS Ch. 7 Enforcement
RCS Visits - QA	The Licensor will	Verify the home has admitted a resident and then conduct an unannounced QA visit	Within 60 days	Of a home becoming licensed	If a resident has not been admitted to the home, the licensor will check in with the home until a resident has been admitted and conduct the unannounced QA visit within 120 days of date of licensure.	RCS Ch. 11
RCS Visits - QA	The Licensor will	Ensure any follow-up QA visits are completed	Within 120 days	Of the date of licensure		RCS Ch. 11
Recurring or Repeated - Definition	The department	Previously imposed an enforcement remedy	Within the preceding 36 months.	for a violation of the same section of law or rule for substantially the same problem following any type of inspection		388-76-10000
Recurring or Repeated - Definition	The department	Previously cited a violation under the same section of law or rule	Within the preceding 36 months.	for substantially the same problem following any type of inspection on two occasions		388-76-10000

Timeframe Chart

Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
Remedies	The department must	impose a remedy or remedies if the department substantiates, after licensure, that it has been	less than 20years	Since the AFH voluntarily surrendered or relinquished an AFH license in lieu of department initiated denial, suspension, nonrenewal, or revocation of a license		388-76-10955 (2)
Remedies	The department must	impose a remedy or remedies if the individual is on a registry based upon a final finding of abuse, neglect or, financial exploitation of a vulnerable adult			unless the finding was made by adult protective services prior to October 2003	388-76-10955 (3)(c)
Remedies	The department must	impose a remedy or remedies if a founded finding of abuse or neglect of a child was made against the individual			unless the finding was made by child protective services prior to October 1, 1998	388-76-10955 (3)(d)
Reporting	The AFH providers, entity representatives, resident managers, owners, caregivers, staff, and students	that provide care and services to residents, are mandated reporters and must	immediately report	To the department when there is a reasonable cause to believe that abandonment, abuse, exploitation, financial exploitation, or neglect of a vulnerable adult has occurred; or a reason to suspect that sexual assault of a vulnerable adult has occurred.		388-76-10673
Reporting	The AFH must	Notify the resident's -family	Immediately	When there is a significant change in a resident's condition, or a serious		388-76-10225 (2)

Timeframe Chart

Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
		-representative, if one exists -health care provider -case manager if the resident is receiving Medicaid services And -Other appropriate professionals working with the resident -Persons identified in the negotiated care plan		injury, trauma, or death of a resident		
Reporting	The AFH must	notify the department's case management office	within 24 hours for more than 24 hours	Whenever a Medicaid resident is discharged on medical leave to a nursing home or hospital		388-76-10225 (4)
Reporting	The AFH must	Report notifiable conditions	As outlined in Table HF-1 (immediately, within 24 hours, within 3 business days, monthly)	To the local health jurisdiction		246-101-301
Resident funds	The AFH must	Send any money received from the missing resident to the department of revenue according to 63.29 RCW	Within 20 days	Of notifying the department of revenue per subsection (2) of this section		388-76-10215 (2) 388-76-10215 (5)(b)

Timeframe Chart

Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
Resident Record	The AFH must	Ensure that the resident's records are kept for	3 years	after the resident leaves the home or death of the resident	NOTE: For Medicaid residents, federal/CMS rules mandates retention for 6 years	388-76-10315 (1)(f)
Resident Rights – Deposits	The AFH must	refund any deposit or charges paid by the resident	less the home's per diem rate for the days	the resident resided, reserved, or retained a bed in the home regardless of any minimum stay policy or discharge notice requirements		388-76-10540 (6)(a)
Resident Rights – Deposits	The AFH may	keep an additional amount to cover its reasonable and actual expenses incurred as a result of a private-pay resident's move	not to exceed five days per diem charges	unless the resident has given advance notice in compliance with the home's admission agreement		388-76-10540 (6)(b)
Resident Rights – Disclosure of fees	The AFH must	Provide all refunds due to the resident	Within 30 days	Of the resident's date of discharge from the AFH		388-76-10540 (8)
Resident Rights - Disclosure of Services	The AFH is required to	Provide an updated disclosure of services form to the department	30 days prior	to changing services, except in emergencies when scope of care/services is changing		388-76-10532 (1)(c)
Resident rights – Exam of inspection results	The AFH must	Place in a common use area, a copy of the	most recent	Inspection report and related cover letter where they will be available for review without asking		388-76-10585 (1)(a)
Resident rights – Exam of	The AFH must	Place in a common use area, any complaint	since the most recent inspection	where they will be available for review without asking		388-76-10585 (1)(b)

Timeframe Chart

Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
inspection results		investigation reports and any related cover letters received	or not less than the last 12 months			
Resident rights – Exam of inspection results	The AFH must	Post a notice that a copy of each inspection report and related cover letter received during the	past 3years	is available for review if requested		388-76-10585 (2)(a)
Resident rights – Exam of inspection results	The AFH must	Post a notice that a copy of any complaint investigation reports and related cover letters received during the	past 3 years	is available for review if requested		388-76-10585 (2)(b)
Resident Rights – Financial Affairs; death	The AFH must	Give the resident’s funds and a final accounting of the funds	Within 30 days	of the resident’s death, if the resident’s personal funds are deposited with the AFH		388-76-10570
Resident Rights – Notice of change; resident	The AFH must	Inform each resident in writing	At least 14 days- At least 30 days- At least 90 days-	-Re: resident’s condition -Beyond AFH control- -Of voluntary decreases that result in discharge of at least 1 resident		388-76-10535 (1)
Resident Rights – Notice of Services	The AFH must	provide each resident	Before Admission AND At least every 24 months	The notice of services AND After Admission		388-76-10530
Resident Rights – Security Deposit account	The AFH must	Deposit any funds more than \$100 paid as a security deposit or prepayment for charges	Beyond the first months	Residency, and must meet the additional requirements outlined in this section		388-76-10561

Timeframe Chart

Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
Resident Rights – Transfer/ Discharge	The AFH must	Give notice of transfer or discharge	At least 30 days	Before the resident is transferred or discharge	(except as specified in section (4))	388-76-10615 (3)
Resident Rights – Transfer/ Discharge	The resident	has not resided in the AFH	for 30 days	The AFH may make the notice as soon as practical before transfer or discharge		388-76-10615 (4)(c)
Restraints - Physical and mechanical	The AFH must	Ensure if physical or mechanical restraints are used to treat a resident's medical symptoms, the restraints are applied and	Immediately (at that time)	supervised on-site by a licensed registered nurse, licensed practical nurse, or licensed physician		388-76-10655
Staff Records	The AFH must	Keep documents related to staff's employment	At least 2 years	Following employment		388-76-10198
Stop Placement	The licensor will	Notify the AFH	Immediately	Of a stop placement via phone followed by a DOS sent via certified mail		RCS Ch. 7 Enforcement
Stop Placement	The licensor will	Revisit the AFH with the stop placement	Within 15 working days	Of a request by the AFH to verify corrections have been made		RCS Ch. 7 Enforcement
TB – Testing Method	The AFH must	Ensure that the TB testing is read	within 48 – 72 hours	if Intradermal (Mantoux) administration is used to conduct the test		388-76-10270 (1)(a)
TB Test	If a person	(1)Has a document history of a negative result from a previous two step test	Done no more than 1-2 weeks apart Or	The AFH is only required to have a person take one TB test		388-76-10280

Timeframe Chart

Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
		(2)Has a documented negative result from one skin or blood test	Within the previous 12 months			
TB test	The AFH choosing to do skin testing, must	ensure each person has the required 2 step skin testing	Initial skin test within 3 days AND 2 nd test done 1-3 weeks	Of employment after the first test	Unless the person is exempt from no skin testing or only one test	388-76-10285
TB test	The AFH must	Ensure person has a chest x-ray	With 7 days	If the skin or blood testing is positive		388-76-10290
TB test records	The AFH must	Retain the records of tuberculin test results, reports of X-ray findings, and any physician or public health provider orders for	18 months	After the date an employee either quits or is terminated.		388-76-10310
Temperature - home	The AFH must	Ensure that the maximum and minimum temperature of any room used by a resident is comfortable for the resident and does not compromise the resident's health and safety	Waking hours Sleeping hours	68 degrees Fahrenheit or more 60 degrees Fahrenheit or more		388-76-10775
Temporary Manager	The department will	Limit the Voluntary Temporary Management period to	28 days	After issuance of the formal notification of enforcement action or conclusion of administrative	Note: the department's decision whether to approve or to revoke a temporary	RCS Ch. 7 Enforcement

Timeframe Chart

Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
				proceedings, whichever date is later	management arrangement is not subject to the administrative procedure act.	
Training – 70 hr. Long Term Care (LTC) Basic, LTC Worker	The AFH LTC worker must	Complete the 70 hr. LTC worker basic training	Within 120 days	Of date of hire	Unless exempt as described I WAC 388-112A-0090 – cannot provide personal care without direct supervision until this training is completed	388-112A-0080 (3) RCW 70.128.160 (2) 388-112A-0090 388-112A-0095 (1)(b)
Training – 70 hr. LTC Basic, Provider	The AFH Provider must	Complete the 70 hr. LTC worker basic training	Prior to	Becoming licensed	Unless exempt as described I WAC 388-112A-0090 :	388-112A-0080 (1)
Training – 70 hr. LTC Basic, Resident Manager/ Entity Representative	The AFH Resident Manager/ Entity Rep. must	Complete the 70 hr. LTC worker basic training	Prior to assuming their duties	As a resident manager or entity representative	Unless exempt as described I WAC 388-112A-0090 :	388-112A-0080 (2)
Training – Continuing Education (CE)	Certified HCAs must	Complete 12 hours of CE	By their birthday each year	Continuing education must include one half hour per year on safe food handling in adult family homes as described in RCW 70.128.250 when the long-term worker does not maintain a food handler's permit.	If exempt from certification, LTC workers must complete 12 hours of continuing education by their birthday each year.	388-112A-0612
Training – CPR and First-aid, LTC Workers	The AFH ensures	The LTC workers must have and	Within 30 days	Of beginning to provide care for residents if directly supervised by a		388-112A-0720

Timeframe Chart

Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
		maintain a valid CPR card or certificate	Before providing care	fully qualified LTC worker with a valid first-aid and CPR card or certificate OR If not directly supervised by a fully qualified long-term care worker with a valid first-aid and CPR card or certificate.		
Training – CPR and First-aid, Nurse	The AFH ensures	The nurses that working in their home must have and maintain a valid CPR card or certificate	Within 30 days	Of their date of hire	If the AFH provider or resident manager is a nurse, they must obtain the valid CPR card or certificate prior to providing care for residents.	388-112A-0720
Training – CPR and First-aid, provider	The AFH ensures	That AFH applicants, providers, entity representatives, and resident managers must have and maintain a valid CPR and first-aid card or certificate	Before they obtain a license		If the AFH provider or resident manager is a nurse, they must obtain the valid CPR card or certificate prior to providing care for residents.	388-112A-0720
Training - HCA Certification	A long-term worker may	provide care before receiving certification as a home care aide (HCA) if the following conditions are met: -complete safety and orientation -apply for HCA certification which is	-Before -within 14 days	-providing care -of hire	Unless exempt under WAC 246-980-025	246-980-030 (1)(a)(b)

Timeframe Chart

Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
		postmarked or accepted by the department (in person, online)				
Training – HCA Certification, LTC Worker	The AFH LTC Worker must	Obtain HCA certification	With 200 days	Of date of hire	Unless exempt under WAC 246-980-025	388-112A-0105 (1)
Training – HCA Certification, LTC Worker with limited English Proficiency	The AFH LTC Worker with limited English proficiency must	Obtain HCA certification	Within 260 days	Of date of hire	Certification is required within 260 calendar days if granted provisional certificate under RCW 18.88B.041	388-112A-0105 (2)
Training – HCA Certification, Applicants	The AFH applicant must	Obtain HCA certification	Prior to	Becoming licensed	Unless exempt under WAC 246-980-025	388-112A-0105 (3)
Training – HCA Certification, Resident Manager/Entity Representative	The AFH Resident Manager/Entity Rep. must	Obtain HCA certification	Before assuming their duties	As a resident manager or entity representative	Unless exempt under WAC 246-980-025	388-112A-0105 (4)
Training – HCA Renewal	The HCA Worker must	Renew their HCA Certification	Every year by their birthday		Or their credential will expire, the worker may have to pay a late renewal penalty fee and cannot provide care until it is renewed.	246-12-030 246-12-040
Training – Nurse Delegation	LTC Workers must	Successfully complete Nurse Delegation core training AND	Before performing	any delegated nursing tasks and doing insulin injections		388-112A-0550

Timeframe Chart

Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
		Successfully complete specialized diabetes nurse delegation training				
Training – Specialty Training	AFH provider must	Complete specialty training	Prior to	Becoming licensed if they plan to care for residents with dementia, mental health diagnosis, and/or developmental disabilities	Worker exempt from the basic training requirement must take a specialty training class when employed by an AFH	388-112A-0400 388-112A-0490
Training – Specialty Training	LTC workers must	Complete specialty training	Within 120 days of hire	By the AFH, If they completed the 75-hour training and do not have a specialty training certificate- Must have direct supervision until specialty training is completed and has demonstrated competency	Worker exempt from the basic training requirement must take a specialty training class when employed by an AFH A worker can have indirect supervision while waiting to complete specialty training if they are a NA-C, HCA, LPN, RN	388-112A-0400 388-112A-0495
Training – Specialty Training	AFH provider and LTC workers must	Complete specialty training	Within 120 days	If a resident, while living in the home, develops special needs	Worker exempt from the basic training requirement must take a specialty training class	388-112A-0490

Timeframe Chart

Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/Exception	WAC/Reference
					when employed by an AFH	
Reporting – IRS	The AFH must	Complete and submit an Internal Revenue Service (IRS) W-4 Form	Within 3 days of hire			
Reporting – Homeland Security	The AFH must	Complete and submit an Employment eligibility Verification form I-9	On the first date of hire			U.S. Citizenship and Immigration Services, Attestation
Reporting – Child Support	The AFH must	Report all newly and rehired (not worked for the AFH for at least 60 consecutive days) employees	Within 20 days of hire	regardless of age, gender, or the number of hours worker		New Hire Reporting Requirements
Reporting – Quarterly L&I Reports	The AFH must	Submit to L&I (if the home employs staff) quarterly reports - Due	By April 30 By July 31 By Oct 31 By Jan 31	For Quarter 1 (Jan – March) For Quarter 2 (April – June) For Quarter 3 (July – Sept) For Quarter 4 (Oct – Dec)		
Records – L&I	The AFH must	maintain original employment records for	3 full calendar years	Following the year in which employment occurred to ensure properly documented hours reported on quarterly reports.		L&I Record Keeping and Reporting Guides #F212-222-000 WAC 296-17-35201(1)
Records – L&I	The AFH must	Provide employment records	Within 30 days of the request (or agreed up time)	For L&I to compute workers compensation premiums. Failure to maintain employment records could result in a		WAC 296-17-35201

Timeframe Chart

Topic	Who	Does what	Within this timeframe	This Event/time/Action	Consequence/ Exception	WAC/Reference
				fine of \$250 dollars for each offense (employee)		