

DEVELOPMENTAL DISABILITIES ADMINISTRATION
RESIDENTIAL HABILITATION CENTER
STANDARD OPERATING PROCEDURE

TITLE: PLANS OF CORRECTION 101.1

PURPOSE

To coordinate how Residential Habilitation Centers (RHCs) and the Developmental Disabilities Administration's (DDA's) Central Office develop and submit plans of correction.

SCOPE

This standard operating procedure applies to the RHC Superintendents, RHC governing body, RHC Director, and the DDA Central Office governing body.

PROCEDURE

- A. The RHC Superintendent or designee must notify the RHC Director of all statement of deficiencies received.
- B. The RHC governing body must respond within the time frame identified on the statement of deficiency to submit a plan of correction to Residential Care Services.
- C. Intermediate Care Facilities must submit a plan of correction to RCS using [DSHS 23-046](#), *Intermediate Care Facility Plan of Correction*, and [DSHS 23-047](#), *Intermediate Care Facility Correction Continuation*. Nursing facilities must submit electronic plans of correction (ePOCs) using [DSHS 10-207](#), *Nursing Home State Survey Report*.
- D. The RHC governing body may request a review of the draft plan of correction by DDA central office governing body before submitting the plan of correction to RCS.
- E. If a review is requested, the RHC must:
 - 1. Submit the draft plan of correction at least 48 hours before the POC is due;
 - 2. Send an email to RHCHQGoverningBody@dshs.wa.gov requesting a review;

3. Include in the body of the email if the request for review is in a specific area of the POC and identify if a specific position of the central office governing body is to conduct the review.
- F. If a review is requested, DDA central office governing body must:
1. Combine all feedback and corrections into a single copy of the draft.
 2. Email the corrected draft to the Superintendent or designee no more than 24 hours after receipt.
- G. If a review is requested and a response is not received from the DDA central office governing body within 24 hours, the RHC must proceed with submitting a timely plan of correction to RCS.
- H. If RCS rejects a plan of correction, the RHC Superintendent or designee must notify the RHC Director.
- I. The RHC Director may request an additional review of the plan of correction by the DDA central office governing body, which must follow procedure (E) above.

REFERENCES

DDA Policy 17.04, *RHC Governing Body*

SUPERSESSION

RHC SOP 101.1, *Plans of Correction*
Issued December 1, 2017

Approved:



Deputy Assistant Secretary
Developmental Disabilities Administration

Date: March 1, 2023