

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: RHC GOVERNING BODY 17.01.01

Authority: [Chapter 71A.20 RCW](#) *Residential Habilitation Centers*
[42 C.F.R. 483.410](#) *Condition of participation: Governing body and*
management
[42 C.F.R. 483.70](#) *Administration*

PURPOSE

This policy establishes the governing body of the Residential Habilitation Centers (RHCs) by identifying its members and establishing their roles.

SCOPE

This policy applies to the governing bodies for RHC nursing facilities (NFs), RHC intermediate care facilities for individuals with intellectual disabilities (ICF/IIDs), and DDA Central Office.

POLICY

- A. The DDA Central Office governing body includes the following, unless vacant:
1. Deputy Assistant Secretary of 24/7 Operations;
 2. Director of Facilities;
 3. Director of Health Services;
 4. Director of Strategic Planning and Quality Compliance Monitoring;
 5. DDA Clinical Director;
 6. DDA Compliance Director;
 7. RHC Policy and Informatics Administrator; and
 8. RHC Program Manager.

Should a position title above be modified with the same or largely comparable duties, that new position title holder shall assume the comparable role named above. Meeting minutes or notes should reflect the change when that situation occurs.

- B. A Residential Habilitation Center governing body includes the following, unless vacant:
1. Superintendent;
 2. Assistant Superintendent;
 3. Program Area Team (PAT) Director, if the RHC is a certified ICF/IID;
 4. Nursing Home Administrator, if the RHC is a certified NF;
 5. Medical Director or Medical Administrator;
 6. Quality Assurance Director; and
 7. Facility Services Manager, if applicable.
- C. An ICF/IID governing body includes the following, unless vacant:
1. PAT Director;
 2. Developmental Disabilities Administrator or Assistant PAT Director; and
 3. Registered Nurse 4 or Nurse Managers.
- D. An NF governing body includes the following, unless vacant:
1. Nursing Home Administrator;
 2. Developmental Disabilities Administrator or Assistant PAT Director; and
 3. Director of Nursing.

PROCEDURES

- A. Under the delegated authority of the Assistant Secretary and in consultation with the RHCs, the DDA Central Office governing body:
1. Exercises general policy direction;
 2. Exercises general budget direction over the RHCs, including fiscal oversight;
 3. Exercises general operating direction over the RHCs;
 4. Provides corporate compliance assurance to all applicable state and federal regulation and authorities; and
 5. Sets the qualifications for and appoints the superintendent of each RHC.
- B. An RHC governing body:
1. Exercises budget direction over the facility, including funding from federal, state, and local sources, general betterment and welfare funds, trust funds, and client funds;

2. Must comply with applicable federal laws, regulations, codes, state statutes, DSHS administrative policies, DDA policies, and RHC local standard operating procedures;
 3. Maintains a recordkeeping system in compliance with federal and state laws, regulations, and codes;
 4. Ensures client record confidentiality;
 5. Ensures appropriate staff have access to relevant client information; and
 6. Ensure external service providers meet the quality standards and needs of each client. The RHC must have a written agreement with the service provider detailing the responsibilities, functions, objectives, and other applicable terms.
- C. An ICF/IID or NF governing body:
1. Reviews and implements DSHS administrative policies, DDA policies, and applicable ICF/IID or NF local standard operating procedures;
 2. Must comply with ICF/IID or NF applicable federal laws, regulations, codes, and state statutes;
 3. Ensures ICF/IID or NF services meet quality standards, including training if applicable;
 4. Ensures accurate and updated information, i.e., assessments are complete, discrepancies are discussed and reconciled; and
 5. Ensures client record confidentiality.
- D. Dispute Resolution
- If a dispute arises related to the responsibilities of a PAT Governing Body, it should be resolved at the lowest level possible.
1. If a resolution is not reached within a PAT Governing Body, the dispute should be elevated to the RHC Governing Body.
 2. If a resolution is not reached within the RHC Governing Body, the dispute should be elevated to the DDA Central Office Governing Body.
 3. If a resolution is not reached within the DDA Central Office Governing Body, the dispute should be elevated to the Assistant Secretary. The Assistant Secretary makes the final decision.

TITLE:

RHC GOVERNING BODY

17.01.01

EXCEPTION

Any exception to this policy must have prior written approval from the Deputy Assistant Secretary.

SUPERSESION

DDA Policy 17.01.01, *RHC Governing Body*
Issued September 1, 2023

Approved:



Deputy Assistant Secretary
Developmental Disabilities Administration

Date: May 1, 2024