

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: RHC GOVERNING BODY 17.04

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;
 2. Special Assistant to the Deputy Assistant Secretary;
 3. Director of Residential Habilitation Centers;
 4. Medicaid Compliance Administrator;
 5. Director of Strategic Planning and Quality Compliance Monitoring;
 6. RHC Program Manager;
 7. Statewide Clinical Director; and
 8. Director of Health Care Services.
- 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;
 7. Facility Services Manager, if applicable.
- C. An ICF/IID Program Area Team (PAT) 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. A 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 financial management and 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. Reviews and implements RHC standard operating procedures and DDA policies;

3. Must comply with applicable state statutes, federal laws, regulations, codes, and DSHS Administrative Policies pertaining to health, safety, environment, and sanitation;
 4. Maintains a recordkeeping system in compliance with federal and state laws, regulations, and codes;
 5. Ensures client record confidentiality;
 6. Ensures appropriate staff have access to relevant client information; and
 7. 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 applicable ICF or NF standard operating procedures and DDA policies;
 2. Must comply with ICF or NF applicable state statutes, federal laws, regulations, codes, and DSHS Administrative Policies pertaining to health, safety, environment, and sanitation;
 3. Ensures ICF 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.

EXCEPTION

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

SUPERSESION

DDA Policy 17.04, *Governing Body*
Issued August 15, 2021

Approved: /s/: Shannon Manion
Deputy Assistant Secretary
Developmental Disabilities Administration

Date: August 15, 2022