



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: MONITORING LIVING AREAS IN AN RHC POLICY 5.09

Authority: RCW 71A.20, 74.42
Chapter 388-835 WAC
DSHS Administrative Policies 8.01, 8.02, 9.01

PURPOSE

This policy requires the Residential Habilitation Centers (RHCs) to develop and implement policies and procedures pertaining to the safety and cleanliness of residences. Monitoring of residences is also essential to ensure that their conditions and staffing levels reflect typical lifestyles and are conducive to clients' training and habilitation.

SCOPE

This policy applies to RHC staff who monitor client's living conditions within an RHC. Such staff may include, but are not limited to:

- A. The Superintendent, Program Area Team (PAT) Director, or designees;
- B. Professional direct service, training and other staff making monitoring rounds or drop-in visitations; or
- C. Duty office or security personnel, executive staff, safety officer, safety committee members or other staff assigned by the RHC Superintendent and/or the PAT Director.

POLICY

- A. Each RHC Superintendent or designee shall monitor residential areas and other areas used by clients for the clients' safety and healthy living.
- B. The Superintendent shall ensure that all RHC living areas are maintained in conditions conducive to a healthy lifestyle for clients.

- C. The monitoring of residential areas, other activities of clients and other frequented areas shall include, but not be limited to:
1. Client activities based on established schedules;
 2. Staff or volunteer interactions with clients;
 3. Client leisure activities;
 4. Cleanliness of clients and their living environments;
 5. Safety practices of staff working with clients;
 6. Living unit staffing levels;
 7. Facility physical conditions; and
 8. Other topics as requested by the RHC Superintendent or PAT Director;
- D. Residential visits shall be documented using forms developed locally. Such documentation may include comments for the purpose of correction, reporting unusual activities, or discussions for improved services.
- E. Visits shall be random and unannounced throughout a 24-hour period.

SUPERSESSON

DDD Policy 5.09
Issued December 3, 1993

DDD Policy Directive 310.9
Issued November 1986

Approved: /s/ Timothy R. Brown
Director, Division of Developmental Disabilities

Date: 4/13/2000