

**Residential Care Services (RCS)**  
**Operational Principles and Procedures for**  
Adult Family Homes (AFHs)  
**LICENSING INSPECTIONS**

**RESIDENT SAMPLE**

**I. Purpose**

To identify residents requiring a comprehensive review and those requiring a focused review.

**II. Authority**

[RCW 70.128.070](#)

[RCW 70.128.090](#)

**III. Operational Principles**

A. The sample includes all residents in the home.

B. The comprehensive review includes:

1. Full resident observations;
2. Full resident interviews; and
3. Comprehensive record reviews.

C. The general review includes:

1. General resident observations, unless a need is identified for a specific observation;
2. General conversations, with follow-up and more in-depth discussion only if specific issues are identified; and
3. General conversations with family member/resident representative if the resident is unwilling or unable to be interviewed.
4. No record review unless the comprehensive record review or some other issues lead you to do a review based on a specific issue or concern.

**IV. Procedures**

**The Licensors will:**

A. Select two residents from the sample for a comprehensive review:

1. One with more complex care requirements; and
2. One with lighter care needs.

B. Conduct a focused review for the other sampled residents. .

**INFORMATION AND ASSISTANCE**

A. Sample selection when residents are out of the home (at work, day program, medical appointment etc):

1. The Licensor **MUST CONSIDER THE TIMING OF THE VISIT** to ensure that at least two residents are present in the home.
2. If fewer than two residents are present in the home at the time of the visit, the Licensor must make arrangements to return at a time when at least two residents are present and available (this could mean conducting the inspection in the evening when residents are more likely to be at home.)



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