**Adult Family Home (AFH) Information Sheet**

Mandatory Reporting Requirements

**Review** [**Chapter 388-76 WAC**](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true) **for current licensing requirements**

**Who are “mandated” reporters?** See WAC [388-76-10673](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10673).

* Adult family home providers;
* Entity representatives;
* Resident managers;
* Caregivers, staff; and
* Students that provide care and services to residents.

**When do I need to make a report to the department?** See WAC [388-76-10673](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10673).

* You must immediately report to the department when you believe or suspect that a resident has been abandoned, abused, neglected, sexually assaulted, exploited or financially exploited.
* When in doubt, report it.

**Where do I make the report?** See WAC [388-76-10673](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10673).

* Use the online reporting tool at <https://www.dshs.wa.gov/altsa/residential-care-services/residential-care-services-online-incident-reporting> or call the state Hotline telephone number 1-800-562-6078; and
* Law enforcement agencies if it is suspected that sexual or physical assault to have occurred.

**What must be included in my rules and policies related to abuse?** See WAC [388-76-10675](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10675).

* The adult family home must develop written rules and policies that:
  + Do not allow abandonment, abuse, neglect, exploitation or financial exploitation of any resident;
  + Require staff to report possible abandonment, abuse, financial exploitation, or neglect to the department;
  + Require staff to report suspected sexual or physical assault to law enforcement and the department; and
  + Do not interfere with the requirement that employees and other mandated reporters file reports directly with the department and with law enforcement, if they suspect sexual or physical assault to have occurred.

**For further information about mandated reporting requirements:**

* + See WAC [388-76-10670](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10670) through 388-76-10680, and chapter [74.34 RCW](https://apps.leg.wa.gov/rcw/default.aspx?cite=74.34&full=true).

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