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

Resident Records

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

**What must I keep in the resident record?**

See [WAC 388-76-10315](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10315)

* Enough information for the home and staff to provide the needed care and services for each resident;
* Legal documents, powers of attorney, or court-ordered guardianship for the resident;
* The adult family home’s policy on accepting Medicaid as a payment source per [WAC 388-76-10522](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10522);
* A copy of the notice of rights and services and a signed and dated acknowledgement that the resident has received a copy per [WAC 388-76-10530](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10530);
* A signed and dated copy of the disclosure of charges form per [WAC 388-76-10532](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10532); and
* Information listed in [WAC 388-76-10320](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10320), such as:
  + Resident’s current medical history and list of medications;
  + The resident assessment information, preliminary service plan, and negotiated service plan;
  + A list of current medications; and
  + A current inventory of the resident’s personal belongings.

**Where must I keep the resident records?**

* See [WAC 388-76-10315](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10315)
* In the home where the resident lives.

**How must resident records be kept?**

* See [WAC 388-76-10315](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10315)
* In a format useful to the home;
* Confidential so that only authorized persons see their contents; and
* Protected to prevent loss, alteration or destruction and unauthorized use.

**Who can see the resident records?**

* See [WAC 388-76-10315](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10315)
* Resident records can only be released to the following persons:
  + A health care organization;
  + When requested by law;
  + Department representatives;
  + The resident;
  + Representatives of the long-term care ombudsman program, if approved by the resident; and
  + To anyone the resident or their legal representative authorizes.

**How long must I keep resident records?**

* See [WAC 388-76-10315](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10315)
* Records must be kept for three years after the resident has either left the home or died; and
* Available upon request for department staff to review.

**For further information about these regulations:**

See [WAC 388-76-10315](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10315) through 388-76-10325

*(Updated October, 2021)*