

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: GOVERNING BODY 17.04

Authority: [Chapter 71A.20 RCW](#) *Residential Habilitation Centers*

PURPOSE

To identify who constitutes the governing body of the facility, who exercises general policy, budget, and operating direction over the facility, and who sets the qualifications for and appoints the facility administrator.

SCOPE

This policy applies to the DDA-operated nursing facilities and intermediate care facilities for individuals with intellectual disabilities.

POLICY

A. The DDA Central Office governing body includes the:

1. Assistant Secretary;
2. Deputy Assistant Secretary;
3. Special Assistant to the Deputy Assistant Secretary;
4. Medicaid Compliance Administrator;
5. Quality Management Team Unit Manager;
6. RHC Program Manager;
7. Clinical Director; and
8. Statewide Medical Director.

B. A Residential Habilitation Center governing body includes the:

1. Superintendent;
2. Assistant Superintendent;
3. Program Area Team (PAT) Director or Nursing Home Administrator;
4. Medical Director or Medical Administrator;
5. Quality Assurance Director; and
6. Facility Services Manager, if applicable.

- C. A Program Area Team (PAT) governing body includes the:
1. DDA 2, PAT Director, or Nursing Home Administrator;
 2. DDA 1 or Assistant PAT Director;
 3. Attendant Counselor Manager; and
 4. Habilitation Plan Administrator, Case Manager Resource Nurse, or Patient Care Coordinator.

PROCEDURES

- A. The DDA Central Office governing body, under the delegated authority of the Assistant Secretary:
1. Exercises general budget direction over the facility, including financial management and fiscal oversight;
 2. Exercises general policy direction, including creating and approving RHC standard operating procedures and DDA policies;
 3. Exercises philosophical and general operating direction over the RHC;
 4. Provides corporate compliance assurance to all applicable state and federal regulation and authorities;
 5. Sets the qualifications for the superintendent; and
 6. Appoints the superintendent.
- B. An RHC governing body, under the delegated authority of the superintendent:
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 all 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 all federal and state laws, regulations, and codes;
 5. Ensures client record confidentiality;
 6. Ensures appropriate staff have access to relevant client information; and

7. Ensures all outside services are meeting the standard of quality of services and needs of each client and have a written contract with the facility detailing the responsibilities, functions, objectives and other terms agreed to by both parties;
 8. Appoints the facility administrators.
- C. A PAT governing body:
1. Reviews and implements RHC standard operating procedures and DDA policies;
 2. Must comply with all applicable state statutes, federal laws, regulations, codes, and DSHS Administrative Policies pertaining to health, safety, environment, and sanitation;
 3. Ensures client record confidentiality;
 4. Ensures access to all relevant information;
 5. Ensures all services are meeting the standard of quality of services needed, ensuring communication and training are consistent; and
 6. Ensures accurate and updated information, i.e. assessments are complete, all documentation is congruent.
- D. Dispute resolution
1. If a dispute arises related to the responsibilities of a PAT Governing Body, it should be resolved at the lowest level possible.
 - a. If a resolution is not reached within a PAT Governing Body, the dispute should be elevated to the RHC Governing Body.
 - b. If a resolution is not reached within the RHC Governing Body, the dispute should be elevated to the DDA Central Office Governing Body where the Assistant Secretary makes the final decision.
 2. If a concern arises around regulatory interpretation, the RHC Governing Body or DDA Central Office Governing Body must request a written response from Residential Care Services. Any responses received from Residential Care Services must be shared with all governing bodies.

EXCEPTION

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

TITLE:

GOVERNING BODY

POLICY 17.04

SUPERSESSION

None.

Approved: /signed/Charles Weedon OBO Deborah Roberts
Interim Deputy Assistant Secretary
Developmental Disabilities Administration

Date: September 7, 2018