

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: Viewing a Client's Living Quarters POLICY 14.03

Authority: [Title 71A RCW](#) *Developmental Disabilities*

PURPOSE

This policy explains how to ask to see a residential or personal care services client's living quarters.

SCOPE

This policy applies to Case Resource Managers of any client who receives residential or personal care services funded or authorized by the Developmental Disability Administration (DDA).

DEFINITIONS

Personal Care Services means assistance with activities of daily living and instrumental activities of daily living through Community First Choice or Medicaid Personal Care programs under chapter 388-106 WAC.

Residential Services include Supported Living, State Operated Living Alternatives, Group Homes, Group Training homes, Alternative Living services, Companion Homes, Adult Family Homes, Assisted Living Facilities, Adult Residential Care, and Staffed Licensed Residential.

POLICY

During each residential or personal care services client's annual CARE assessment or follow-up visit, the Case Resource Manager must ask permission to view the client's living quarters and note their observations in the client's service episode record (SER). Living quarters means the room in which a person lives, typically a person's bedroom.

PROCEDURES

- A. The Case Resource Manager must request permission to view a client's living quarters during the client's annual CARE assessment or follow-up visit.
- B. The Case Resource Manager must record their general observations regarding the client's living quarter in an SER. The Case Resource Manager may consider answering the following:
1. Does the client appear clean and properly groomed?
 2. Are there risks to the client's health or safety in the home such as rotten food, blocked exits due to excessive clutter, visible pests, insects, or animal waste?
 3. Does the home have running water?
 4. Are there any issues with medical or mobility equipment?
 5. Is the client's bedroom reasonably clean, and free of mold and odors?
 6. Does the client have an appropriate bed and bedding?
 7. Does the client's bedroom lock from the outside?
 8. Do the client's bedroom windows allow the client to exit during an emergency?
- C. If the Case Resource Manager's request to view the client's living quarters is denied, the Case Resource Manager must discuss the case with their supervisor and record the following in the client's SER:
1. The fact that the request was denied;
 2. The reason the request was denied; and
 3. Any next steps the Case Resource Manager may have discussed with the client.
- D. If the annual CARE assessment occurs outside of the client's home, the Case Resource Manager must:
1. Schedule a follow-up home visit within 30 days; and
 2. Request permission to view the client's living quarters during the follow-up home visit.

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EXCEPTION

Any exception to this policy must have the prior written approval of the Deputy Assistant Secretary or designee.

Approved:

Deputy Assistant Secretary
Developmental Disabilities Administration

Date: September 1, 2017