

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE:	GOVERNING BODY	17.04
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Authority: [Chapter 71A.20 RCW](#) *Residential Habilitation Centers*
[42 C.F.R. 483.410](#) *Condition of participation: Governing body and*
management
[42 C.F.R. 483.70](#) *Administration*

PURPOSE

The purpose of this policy is to identify the members of the governing body and establish their roles.

SCOPE

This policy applies to the state-operated nursing facilities (SONFs) and intermediate care facilities for individuals with intellectual disabilities (ICF/IIDs), including the DDA Central Office Governing Body.

POLICY

- A. The DDA Central Office governing body includes the following, unless vacant:
1. Deputy Assistant Secretary;
 2. Special Assistant to the Deputy Assistant Secretary;
 3. Medicaid Compliance Administrator;
 4. Director of Strategic Planning and Compliance Monitoring;
 5. RHC Program Manager;
 6. Statewide Clinical Director; and
 7. Statewide Medical Director.
- B. A Residential Habilitation Center governing body includes at least the following, unless vacant:
1. Superintendent;

2. Assistant Superintendent;
 3. Program Area Team (PAT) Director, if RHC contains ICF/IID;
 4. Nursing Home Administrator, if RHC contains SONF;
 5. Medical Director or Medical Administrator;
 6. Quality Assurance Director;
 7. Facility Services Manager, if applicable.
- C. An ICF/IID Program Area Team (PAT) governing body includes at least the following, unless vacant:
1. PAT Director;
 2. Developmental Disabilities Administrator or Assistant PAT Director; and
 3. Registered Nurse 4 or Nurse Managers.
 - 4.
- D. A SONF PAT governing body includes at least the following, unless vacant:
1. Nursing Home Administrator;
 2. Developmental Disabilities Administrator or Assistant PAT Director; and
 3. Director of Nursing.

PROCEDURES

- A. Under the delegated authority of the Assistant Secretary and in consultation with the RHCs, the DDA Central Office governing body:
1. Exercises general policy direction;
 2. Exercises general budget direction over the facility, including financial management and fiscal oversight;
 3. Exercises general operating direction over the RHC;
 4. Provides corporate compliance assurance to all applicable state and federal regulation and authorities; and
 5. Sets the qualifications for the superintendent.
- B. An RHC governing body:
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.

C. An ICF/IID or SONF 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 all services meet all quality standards and communication and training are consistent; and
4. Ensures accurate and updated information, i.e. assessments are complete, all discrepancies are discussed and reconciled.

D. Dispute resolution

If a dispute arises related to the responsibilities of a PAT Governing Body, it should be resolved at the lowest level possible.

1. If a resolution is not reached within a PAT Governing Body, the dispute should be elevated to the RHC Governing Body.
2. If a resolution is not reached within the RHC Governing Body, the dispute should be elevated to the DDA Central Office Governing Body
3. If a resolution is not reached within the DDA Central Office Governing Body, the dispute should be elevated to the Assistant Secretary. The Assistant Secretary makes the final decision.

EXCEPTION

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

SUPERSESSSION

DDA Policy 17.04
Issued September 7, 2018

Approved:



Deputy Assistant Secretary
Developmental Disabilities Administration

Date: August 15, 2021