



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: RESIDENTIAL REPORTING REQUIREMENTS POLICY 6.12

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Authority: Chapter 275-26 WAC

**PURPOSE**

This policy ensures uniform reporting requirements for contracted community residential programs and state operated community residential programs.

**SCOPE**

This policy applies to all non-ICF/MR residential programs contracted for or operated by the Division of Developmental Disabilities (DDD).

**POLICY**

- A. An agency required to have twenty-four (24) hour on-duty staff coverage shall submit staffing schedules to the DDD regional office for approval at the time of certification/recertification and when significant changes occur such as changes in individuals housing/living situations or in the number of clients supported by the agency.
- B. Facility-based residential contractors will submit to DDD each resident's income and resource status using a Client Monthly Income Report provided by DDD. Such reports must be submitted as follows:
  - 1. At twelve (12) month intervals for clients who are SSI recipients;
  - 2. At six (6) month intervals for clients who are non-SSI recipients receiving unearned income when there is no change in the income amount;
  - 3. Each month for non-SSI recipients who are receiving earned income;
  - 4. Each month for SSI and non-SSI recipients when nonrecurring income is received; and

5. Each month for clients having resources within \$300 of the maximum resource exemption allowed.
- C. Residential Services contractors shall report medical/social absences in writing to the division prior to the absence except in cases of emergency accompanied by:
1. A "Payment Request for Approved Social/Medical Absence" for clients residing in a facility; or
  2. A Cost of Care Adjustment request if the client receives non-facility based supports and the absence is expected to exceed thirty (30) days.
- D. The residential service contractor shall report every incident of observed, reported, or suspected mistreatment, neglect or abuse of clients, as well as injuries of unknown origin. The contractor shall have procedures to implement this reporting requirements including, but not limited to, the following:
1. Process for reporting alleged, suspected, or observed abuse or negligent treatment of clients (as defined in Administrative Policy #1) within 24 hours to appropriate persons as designated by the program or organizational unit;
  2. Process for reporting all alleged, suspected, or observed abuse or negligent treatment of clients to DDD within 24 hours;
  3. Process for reporting alleged, suspected, or observed abuse or negligent treatment to outside agencies and/or authorities such as law enforcement, Department of Health, Child Protective Services (if client is under eighteen 18 years), or Adult Protective Services (if client is over 18 years);
  4. Current telephone numbers for local law enforcement agencies;
  5. Program specific chain of command names and telephone numbers for reporting purposes;
  6. Program specific procedures detailing the responsibilities of:
    - a. Reporting staff;
    - b. Direct care staff; and

- c. Supervisory and/or administrative staff;
  - 7. Instructions for emergency client protection;
  - 8. Instructions for evidence preservation;
  - 9. Procedures for initiating an outside review/investigation when a report of known or suspected abuse or neglected involves the acts or omissions of the administrator and/or supervisor(s).
- E. The residential service contractor shall submit incident reports of all "serious and emergent incidents."
- F. The residential service contractor shall submit its new or revised policies and procedures that relate to client care to the DDD regional resource manager for review and approval per Chapter 275-26 WAC.

## **DEFINITIONS**

**"Earned Income"** is defined in 20 CFR 416.1110. Earned income includes salaries, commissions, bonuses, severance pay, and other cash or in-kind payments received because of employment; net earnings from self-employment; and earned income tax credits.

**"Unearned Income"** is defined in 20 CFR 416.1121. Unearned income means income that is not earned income, and includes: annuities, pensions, and other periodic payments such as Social Security benefits, disability benefits, veterans benefits, and unemployment insurance benefits, alimony and support payments; dividends, interest, and royalties; rents; proceeds of life insurance policy; prizes and awards; gifts and inheritances; and support and maintenance in-kind.

**"Resource"** means cash or other liquid assets or any real or personal property that an individual or spouse, if any, owns and could convert to cash to be used for their support and maintenance. Chapter 388-92 WAC describes resources and exclusions. See also 20 CFR 416, Subpart L, for definition of resources and exclusions.

**"Serious and emergent incidents"** means grave situations, events, or actions having occurred or occurring unexpectedly, resulting in serious physical or emotional harm, or potential harm, to clients, staff, visitors, or other persons; or resulting in major property damage; or violating local, state, and federal law or regulations. Examples of serious and emergent incidents include, but are not limited to:

- A. Deaths;
- B. Alleged or suspected abuse, neglect or mistreatment of a client or others;
- C. Alleged or suspected sexual assault of a client or others;
- D. Physical assault requiring emergency medical care, hospitalization, and/or a report to law enforcement agencies;
- E. Injuries requiring emergency medical treatment or hospitalization associated with suspected abuse, neglect or major injuries of unknown origin;
- F. Alleged or suspected criminal activity by clients, staff, or others;
- G. Conditions that present a substantial threat to the operations of DDD facilities, contracted agencies, or to the safety of clients. These conditions include, but are not limited to fires, floods, bomb threats, and environmental hazards;
- H. Serious communicable diseases, defined in WAC 246-100-076 as category A and B diseases;
- I. Clients missing for two (2) hours or less, at the discretion of the administrator; and
- J. Any other unusual event or situation of special concern to DDD or the department, particularly if it may elicit a request for information from the news media, families, guardians, or interested citizens.

**SUPERSESSION**

Division Policy Directive 533

Issued September 18, 1985

Approved:     /s/ Norm Davis      
Director, Division of Developmental Disabilities

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