Washington State Department of Social & Health Services
Transforming lives

AGING AND LONG-TERM SUPPORT ADMINISTRATIN (ALTSA)

Assisted Living Facility Staff Sample / Record Review

ASSISTED LIVING FACILITY NAME	LICENSE NUMBER	INSPECTION DATE	CD ID NUMBER
LICENSOR NAME	VISIT TYPE ☐ Initial ☐ Full ☐ Follow up ☐ Complaint: CRU Intake Number _____		

All boxes must be completed. If not applicable, enter N/A. If additional staff entries are needed, use another copy of this form.

STAFF	ADMINISTRATOR	STAFF (NEW)	STAFF (NEW)	STAFF (NEW)	STAFF (> TWO YEARS)	STAFF (> TWO YEARS)
NAME						
IDENTIFIER						
DATE OF BIRTH						
POSITION						
DATE OF HIRE*						
FACILITY ORIENTATION						
ORIENTATION AND SAFETY (5 HOURS)						
70 HOUR BASIC						
DOH CREDENTIALS						
DOH EXPIRE DATE						
12 HOURS CE* (NUMBER OF HOURS)						
BGI CHECK DATE*						
FINGERPRINT CHECK DATE	☐ N/A ☐ Pending	☐ N/A ☐ Pending	☐ N/A ☐ Pending	☐ N/A ☐ Pending	☐ N/A ☐ Pending	☐ N/A ☐ Pending
CCS EVALUATION*						
ND* TRAINING						
ND INSULIN*						

* BGI = Background Inquiry: CCS = Character, Competency, and Suitability; CE = Continuing Education; Date of Hire = First date worked for pay

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STAFF	ADMINISTRATOR	STAFF (NEW)	STAFF (NEW)	STAFF (NEW)	STAFF (> TWO YEARS)	STAFF (> TWO YEARS)
NAME						
DATE OF HIRE						
Specialty Training						
DEMENTIA ☐ **N/A**						
MENTAL HEALTH ☐ **N/A**						
DDA ☐ **N/A**						
FOOD HANDLER EXP.						
1ST AID / CPR EXP.						
TB Testing Review for Staff						
DATE TESTED						
TYPE OF TEST	☐ TST* ☐ IGRA*	☐ TST* ☐ IGRA*	☐ TST* ☐ IGRA*	☐ TST* ☐ IGRA*		
DATE FIRST READ						
RESULT	☐ Positive ☐ Negative	☐ Positive ☐ Negative	☐ Positive ☐ Negative	☐ Positive ☐ Negative		
INDURATION IF TST	MM	MM	MM	MM		
DATE OF SECOND TST TEST	☐ N/A, not TST	☐ N/A, not TST	☐ N/A, not TST	☐ N/A, not TST		
DATE SECOND READ						
RESULT	☐ Positive ☐ Negative	☐ Positive ☐ Negative	☐ Positive ☐ Negative	☐ Positive ☐ Negative		
INDURATION IF TST	MM	MM	MM	MM		

* ND = Nurse Delegation; TST = Tuberculin Skin Test; IGRA = Interferon Gamma Release Assays