



RULE-MAKING ORDER PERMANENT RULE ONLY

CR-103P (December 2017)
(Implements RCW 34.05.360)

CODE REVISER USE ONLY

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STATE OF WASHINGTON
FILED

DATE: June 24, 2025

TIME: 12:10 PM

WSR 25-14-021

Agency: Department of Social and Health Services, Home and Community Living Administration, HCS

Effective date of rule:

Permanent Rules

- ☒ 31 days after filing.
☐ Other (specify) _____ (If less than 31 days after filing, a specific finding under RCW 34.05.380(3) is required and should be stated below)

Any other findings required by other provisions of law as precondition to adoption or effectiveness of rule?

- ☐ Yes ☒ No If Yes, explain:

Purpose: The Department of Social and Health Services (department) is adopting rules related to curriculum approval. The WACs 388-71-1031 What is the curriculum approval process for orientation, safety, the 70-hour basic training population specific training, the seven hour parent provider training, and continuing education? and 388-112A-1010 What is the curriculum approval process training, and continuing education. The adopted WAC language gives the department authority to do a partial review of curriculum even when consistent significant issues are identified early on. The adopted rule will also:

- Provide clearer guidelines and expectations for curriculum submitted.
- Discourage submission of poor-quality curriculum that does not serve the best interests of learners.
- Provide program managers with flexibility in the approval process while avoiding unnecessary barriers to known developers of quality curriculum by using permissive rather than obligatory language.
- In situations where significant global issues are present, allow DSHS to do less than a full review prior to denying the submission.

When deemed appropriate, allow the department the ability to require that a specific amount of time pass before the next submission.

Citation of rules affected by this order:

New:
Repealed:
Amended: WAC 388-71-1031 and 388-112A-1010
Suspended:

Statutory authority for adoption: RCW 18.88B.010, 18.88B.021, 18.88B.041, 74.08.090, 74.39A.009, 74.39A.070, 74.39A.074, 74.39A.076, and 74.39A.341

Other authority:

PERMANENT RULE (Including Expedited Rule Making)

Adopted under notice filed as WSR 25-10-066 on May 02, 2025 (date).

Describe any changes other than editing from proposed to adopted version: None

If a preliminary cost-benefit analysis was prepared under RCW 34.05.328, a final cost-benefit analysis is available by contacting:

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**Note: If any category is left blank, it will be calculated as zero.
No descriptive text.**

**Count by whole WAC sections only, from the WAC number through the history note.
A section may be counted in more than one category.**

The number of sections adopted in order to comply with:

Federal statute:	New	_____	Amended	_____	Repealed	_____
Federal rules or standards:	New	_____	Amended	_____	Repealed	_____
Recently enacted state statutes:	New	_____	Amended	_____	Repealed	_____

The number of sections adopted at the request of a nongovernmental entity:

New	_____	Amended	_____	Repealed	_____
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The number of sections adopted on the agency's own initiative:

New	_____	Amended	<u>2</u>	Repealed	_____
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The number of sections adopted in order to clarify, streamline, or reform agency procedures:

New	_____	Amended	_____	Repealed	_____
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The number of sections adopted using:

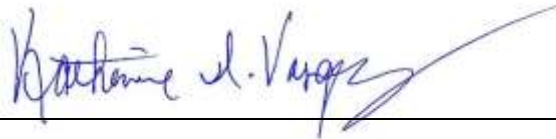
Negotiated rule making:	New	_____	Amended	_____	Repealed	_____
Pilot rule making:	New	_____	Amended	_____	Repealed	_____
Other alternative rule making:	New	_____	Amended	<u>2</u>	Repealed	_____

Date Adopted: June 24, 2025

Name: Katherine I. Vasquez

Title: DSHS Rules Coordinator

Signature:



WAC 388-71-1031 ~~What ((is the))~~ are the requirements and process for curriculum approval ((process)) for orientation, safety, the 70-hour core basic training ((population specific training)), the 30-hour basic training, the seven-hour parent provider training, and continuing education? To obtain the department's approval of the curriculum for the 70-hour core basic training, ((population specific training,)) the 30-hour basic training, the seven-hour parent provider training, and continuing education , applicants must adhere to the following steps and requirements:

(1) ~~((Submit the required training application forms and any other materials required for specific curricula to the department.))~~ Prior to submission:

(a) For all courses except continuing education, ensure that the curriculum contains all required competencies. For the core basic portion of the 75-hour training, the curriculum should follow the presentation order and, at minimum, contain the full content of the department's fundamentals of caregiving;

(b) Ensure that the curriculum:

(i) Uses Washington state specific content and terminology;

(ii) Contains activities and checkpoints that support student learning; and

(iii) Requires no fewer hours than the equivalent department curriculum, if any.

(c) For curriculum to be delivered in an online format without a live instructor, ensure the content meets all the department online standards for learning and accessibility found at "bit.ly/dshs-online-standards".

(2) ~~((After review of the curriculum, DSHS will send a written response to the submitter, indicating approval or disapproval of the curriculum))~~ Except for core basic curriculum, the department will only review complete curriculum submissions and is not able to assist the applicant with course development. For core basic, the first module may be submitted separately to assure proper development and adherence to standards prior to the first complete submission.

(3) ~~((If the curriculum is not approved, the reason(s) for denial will be given and the submitter will be told what portion(s) of the training must be changed and resubmitted for review in order for the curriculum to be approved))~~ Submit the required training application forms and any other materials required for specific curriculum to the department.

(4) ~~((The submitter may then make the requested changes and re-submit the curriculum(s) for review))~~ The department will review submissions that meet the requirements in subsection (1) of this section. After review of the curriculum, in whole or in part, the department will send a written response to the applicant, indicating approval or disapproval of the curriculum.

(5) ~~((If after working with the department, the reasons why the curriculum is not approved cannot be resolved, the submitter may seek a review of the nonapproval decision from the assistant secretary of aging and long-term support administration (AL TSA). The assistant secretary's review decision will be the final decision of DSHS. No other administrative review is available to the submitter))~~ If the depart-

ment does not approve the curriculum, the department will provide the applicant the reasons the submission was not approved, including:

(a) What components of the training must be changed prior to re-submission; or

(b) The general areas of deficiency that must be addressed prior to resubmission.

(6) When the department does not approve the curriculum submission, the applicant may resubmit the curriculum for review.

(a) If the department does not approve the second version of the same curriculum submission, the department may require the applicant to wait a minimum of 180 days before submitting the curriculum a third time.

(b) If the department does not approve the third submission, the department may require the applicant to wait a minimum of one year between subsequent submissions.

(7) If after working with the department, the reasons why the curriculum was not approved cannot be resolved, the applicant may seek a review of the nonapproval decision from the assistant secretary of the aging and long-term support administration (ALTSA). The assistant secretary's review decision will be the department's final decision.

AMENDATORY SECTION (Amending WSR 23-01-022, filed 12/9/22, effective 1/9/23)

WAC 388-112A-1010 What ~~((is the))~~ are the requirements and process for curriculum approval ~~((process))~~ for orientation, safety training, core basic training, ~~((population specific training,))~~ specialty training, ~~((residential care administrator training,))~~ and continuing education? To obtain the department's approval of the curriculum for orientation, safety training, core basic training, ~~((population specific training,))~~ specialty training, ~~((residential care administrator training,))~~ and continuing education, applicants must adhere to the following steps and requirements:

(1) Prior to submission:

(a) For all courses except continuing education, ensure that the curriculum contains all required competencies. For the core basic portion of the 75-hour training, the curriculum should follow the presentation order and, at minimum, contain the full content of the department's fundamentals of caregiving;

(b) Ensure that the curriculum:

(i) Uses Washington state specific content and terminology;

(ii) Contains activities and checkpoints that support student learning; and

(iii) Requires no fewer hours than the equivalent department curriculum, if any.

(c) For curriculum to be delivered in an online format without a live instructor, ensure the content meets all the department online standards for learning and accessibility found at "bit.ly/dshs-online-standards".

(2) Except for core basic curriculum, the department will only review complete curriculum submissions and is not able to assist the applicant with course development. For core basic, the first module may be submitted separately to assure proper development and adherence to standards prior to the first complete submission.

(3) Submit the required training application forms and any other materials required for specific curriculum to the department.

~~((+2))~~ (4) The department will review submissions that meet the requirements in subsection (1) of this section. After review of the curriculum, in whole or in part, the department ((DSHS)) will send a written response to the ((submitter)) applicant, indicating approval or disapproval of the curriculum.

~~((+3))~~ (5) If the department does not approve the curriculum ((is not approved)), the department will provide the applicant the reason ((reason(s) for denial will be given and the submitter will be told)) the submission was not approved, including:

~~((what portion(s)))~~ (a) What components of the training must be changed ((and resubmitted for review for the curriculum to be approved.)) prior to resubmission; or

(b) The general areas of deficiency that must be addressed prior to resubmission.

~~((+4) The submitter may then make the requested changes and))~~ (6) When the department does not approve the curriculum submission, the applicant may resubmit the curriculum for review.

(a) If the department does not approve the second version of the same curriculum submission, the department may require the applicant to wait a minimum of 180 days before submitting the curriculum a third time.

(b) If the department does not approve the third submission, the department may require the applicant to wait a minimum of one year between subsequent submissions.

~~((+5))~~ (7) If after working with the department, the reasons why the curriculum was not approved cannot be resolved, the ((submitter)) applicant may seek a review of the nonapproval decision from the assistant secretary of the aging and long-term support administration (ALTSA). The assistant secretary's review decision will be ((DSHS's)) the department's final decision. ((No other administrative review is available to the submitter.))