

**WAC 388-101D-0050 Administrative documents.** The service provider must prepare and maintain written documents as follows:

- (1) A mission statement;
- (2) A program description;
- (3) An organizational chart and description showing all supervisory relationships;
- (4) Description of staff roles and responsibilities, including the person designated to act in the absence of the administrator; and
- (5) Staffing schedules.

[WSR 16-14-058, recodified as § 388-101D-0050, filed 6/30/16, effective 8/1/16. Statutory Authority: Chapter 71A.12 RCW. WSR 08-02-022, § 388-101-3210, filed 12/21/07, effective 2/1/08.]