

DCYF_LD_Group Care Personnel Qualifications and Duties

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Washington State Department of
CHILDREN, YOUTH & FAMILIES

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WAC 110-145-2650 General requirements for licensees

NEW SECTION

WAC 110-145-2650 General requirements for licensees.

- (1) Licensees must follow these requirements for their personnel:
 - (a) Demonstrate competency, good judgment, and self-control in the presence of children and youth in care and when performing duties;
 - (b) Know and comply with rules established in this chapter as well as all other applicable laws;
 - (c) Develop and follow communication policies and procedures approved by the department detailing how individuals on all shifts will communicate with:
 - (i) Children and youth in care appropriate to their language and developmental capabilities;
 - (ii) The department;
 - (iii) Health care providers; and
 - (iv) Other service providers;
 - (d) Submit completed background authorization forms as outlined in chapter 110-04 WAC;
 - (e) Not allow individuals to work at the facility until the department issues a background check clearance authorization for them; and
 - (f) Report suspected abuse, neglect, and exploitation to the department intake.
- (2) Health care personnel working and performing health care duties at a GCF must:
 - (a) Meet the full professional competency requirements in their respective field; and
 - (b) Maintain their certification or licensure as required.
- (3) Licensees providing clinical services in their facility to children or youth in their care must follow the DOH licensing requirements.
- (4) Licensees must use the department's TB screening form to screen personnel for TB, except for licensees who care for medically fragile children and youth, at the following times:
 - (a) Prior to licensure; or
 - (b) Upon hire; and
 - (c) At license renewal.
- (5) Licensees caring for medically fragile children and youth must follow DOH licensing requirements for TB screening.

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(6) Licensees caring for children under two years old must have documentation on-site verifying they have current pertussis and influenza vaccinations.

(7) The department may grant an exception to subsection (6) of this section for individuals who provide documentation from a licensed health care provider stating that the influenza vaccination would result in severe medical consequences and that there is no safe alternative form of the influenza vaccine available.

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WAC 110-145-2660 Duties and qualifications for executive directors or administrators in GCFs

NEW SECTION

WAC 110-145-2660 Duties and qualifications for executive directors or administrators in GCFs.

- (1) Executive directors or administrators in GCFs must:
 - (a) Manage the financial, administrative, and service operations of the agency;
 - (b) Be available by phone during the regularly scheduled business hours of the facility and on-site as needed;
 - (c) Verify the agency complies with all relevant and applicable laws, including chapter 74.15 RCW, and the licensing rules in this chapter;
 - (d) Communicate to the department the roles, expectations, and purposes of the program;
 - (e) Assume responsibility for creating and maintaining standards that protect the safety and well-being of children and youth in the licensee's care;
 - (f) Comply with any professional accreditation requirements that apply to the agency;
 - (g) Work with representatives of other agencies;
 - (h) Have at least one year of full-time experience that can be applied to or transferrable to the demographic of children and youth in the GCF;
 - (i) Be able to demonstrate the skills and abilities relevant to administrative oversight and program and fiscal management of an agency as indicated in the agency's policies and procedures; and
 - (j) Meet additional duties and qualifications detailed in any written agreement between the agency and any state governmental entity, if applicable. If the requirements of this section differ from the terms in a written and signed agreement, they must comply with the most stringent requirement.
- (2) Licensees must notify the LD licensor within 48 hours if the executive director or administrator position is vacated or the executive director or administrator has circumstances that prevent them from carrying out their job duties and responsibilities with a plan for how the duties will be accomplished until the:
 - (a) Vacancy is filled; or
 - (b) Executive director or administrator can resume their duties.

WAC 110-145-2670 Duties and qualification for program managers in GCFs

NEW SECTION

WAC 110-145-2670 Duties and qualifications for program managers in GCFs.

- (1) Licensees must meet the following program manager requirements in GCFs:
 - (a) Have at least one full-time program manager; and
 - (b) Identify the key time periods when the program manager is expected to be on-site at the facility in either their:
 - (i) Policies and procedures approved by the department; or
 - (ii) Program manager position description.
- (2) Program managers must:
 - (a) Coordinate and oversee the day-to-day programming provided to children and youth in care;
 - (b) Supervise care coordinators, direct care staff, and direct care volunteers;
 - (c) Either be available by phone or have a designated individual acting in their absence when they are not able to be on-site during identified key time periods;
 - (d) Monitor personnel development and training;
 - (e) Verify the plans contained in each child's and youth's well-being file are accurate and completed;
 - (f) Comply with any professional accreditation requirements that apply to the agency;
 - (g) Have one of the following:
 - (i) A bachelor's degree from an accredited college or university and at least one year of full-time experience that can be applied to or transferrable to the demographic of children and youth in the licensee's care to include supervisory experience. Lived experience may count toward six months of the experience requirement;
 - (ii) An associate degree or have completed 90 quarter credits or 60 semester credits from an accredited college or university and at least two years of full-time experience that can be applied to or transferrable to the demographic of children and youth in the licensee's care, to include supervisory experience. Lived experience may count toward meeting one year of the experience requirement; or
 - (iii) At least three years of full-time experience that can be applied to or transferrable to the demographic of children and youth in the licensee's care to include supervisory experience. Lived experience may count toward meeting one year of the experience requirement; and
 - (h) Meet additional duties and qualifications detailed in any agreement between the agency and any governmental entity, if applicable. If the requirements of this section differ from the terms in an agreement, they must comply with the most stringent requirement.

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(3) Licensees must notify the LD licensor within 48 hours if the program manager position is vacated or the program manager has circumstances that prevent them from carrying out their job duties and responsibilities with a plan for how the program manager duties will be accomplished until the:

(a) Vacancy is filled; or

(b) Program manager can resume their duties.

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WAC 110-145-2680 Duties and qualifications for care coordinators in GCFs

NEW SECTION

WAC 110-145-2680 Duties and qualifications for care coordinators in GCFs.

- (1) Licensees must have at least one care coordinator in GCFs who coordinates services for individual children and youth in care, except for:
 - (a) Interim facilities; and
 - (b) Children and youth whose care and services are coordinated by another state agency.
- (2) Licensees may require more than one care coordinator as outlined in WAC 110-145-2820.
- (3) Care coordinators must have one of the following:
 - (a) A bachelor's degree from an accredited college or university and at least one year of full-time experience that can be applied to or transferrable to the demographic of children and youth in the licensee's care. Lived experience may count toward meeting six months of the experience requirement;
 - (b) An associate degree or have completed 90 quarter credits or 60 semester credits from an accredited college or university and at least two years of full-time experience that can be applied to or transferrable to the demographic of children and youth in the licensee's care. Lived experience may count toward meeting one year of the experience requirement; or
 - (c) At least three years of full-time experience that can be applied to or transferrable to the demographic of children and youth in the licensee's care. Lived experience may count toward meeting one year of the experience requirement.
- (4) Care coordinators must maintain training, experience, knowledge, and demonstrated skills in each area they will be coordinating.
- (5) Agencies may use care coordinators employed by or provided by another agency if:
 - (a) The care coordinator meets the experience and education requirements in this section; and
 - (b) There is a written agreement between the agencies describing the scope of services to be provided by the care coordinator.
- (6) Care coordinators must meet additional duties and qualifications detailed in any written and signed agreement between the agency and any state governmental entity, if applicable. If the requirements of this section differ from the terms in a written and signed agreement, they must comply with the most stringent requirement.
- (7) Licensees must notify the LD licensor within 48 hours if the care coordinator position is vacated or the care coordinator has circumstances that prevent them from carrying out their job duties and responsibilities with a plan for how the care coordinator duties will be accomplished until the:
 - (a) Vacancy is filled; or
 - (b) Care coordinator can resume their duties.

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WAC 110-145-2690 Duties and qualifications of direct care staff and direct care volunteers in GCFs

NEW SECTION

WAC 110-145-2690 Duties and qualifications of direct care staff and direct care volunteers in GCFs.

(1) Licensees must meet the following requirements for direct care staff and direct care volunteers in GCFs:

(a) Maintain sufficient numbers of direct care staff and direct care volunteers for the safety and well-being of children and youth in care; and

(b) Develop and follow written policies and procedures approved by the department that describe the duties, responsibilities, professional qualifications, and safety requirements for direct care staff and direct care volunteers.

(2) Direct care staff and direct care volunteers must provide children and youth in care with:

(a) Appropriate adult supervision as outlined in WAC 110-145-2830;

(b) Emotional support including, but not limited to, promoting emotional regulation;

(c) Personal attention; and

(d) Structured daily routines, basic life skills and living experiences as established by licensees and described in agencies' policies and procedures.

(3) Direct care staff and direct care volunteers must:

(a) Be at least 21 years of age, except as provided for in subsection (4) of this section;

(b) Have a high school diploma or equivalent credential;

(c) Have the skills and abilities to assist with the needs of children and youth in care;

(d) Meet at least one of the following criteria:

(i) Have at least six months of:

(A) Full-time experience that can be applied to or transferrable to the demographic of children and youth in the licensee's care;

(B) Lived experience; or

(C) A combination of (d)(i)(A) and (B) of this subsection; or

(ii) Be attending classes at an accredited college or university related to caring for the demographic of children and youth in the licensee's care; and

(e) Meet additional duties and qualifications detailed in:

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- (i) Any professional accreditation requirements that apply to the agency; and
 - (ii) Any written and signed agreements between the agency and any state government entity. If the requirements of this section differ from the terms in a written and signed agreement, they must comply with the most stringent requirement.
- (4) Direct care staff and direct care volunteers, except those working at CRCs, may be between 18 and 21 years of age if they:
- (a) Meet the other requirements detailed in subsection (3) of this section and any other requirements that apply to their facility type; and
 - (b) Work:
 - (i) At a facility licensed only to provide care for children younger than 13 years of age; or
 - (ii) At a facility licensed to provide care for children 13 years of age and older if they work at all times with at least one other direct care staff or direct care volunteer who:
 - (A) Is at least 21 years old;
 - (B) Is on-site and readily available to help when needed; and
 - (C) Has at least one year of full-time experience that can be applied to or transferrable to the demographic of children and youth in the licensee's care.

WAC 110-145-2700 Duties and qualifications of non-direct care staff and non-direct care volunteers in GCFs

NEW SECTION

WAC 110-145-2700 Duties and qualifications of nondirect care staff and nondirect care volunteers in GCFs.

Licensees that have nondirect care staff and nondirect care volunteers who assist personnel in GCFs must verify they meet the following requirements:

- (1) Are at least:
 - (a) Eighteen years old; or
 - (b) Sixteen years old, only at ERCs licensed to care for children or youth younger than 13 years old;
- (2) Are able to carry out the duties for which they are responsible;
- (3) Are not responsible for the supervision or direct care of the children and youth in care; and
- (4) Do not count toward the staff-to-child ratio outlined in WAC 110-145-2820.

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WAC 110-145-2720 Personnel fulfilling roles in multiple positions

NEW SECTION

WAC 110-145-2720 Personnel fulfilling roles in multiple positions.

The same individual may fulfill the roles of multiple positions in GCFs as long as:

- (1) They meet the qualifications and training requirements for each position;
- (2) They fulfill and conduct the duties of only one role at a time; and
- (3) Licensees verify required staffing ratios are maintained.

WAC 110-145-2730 Additional personnel to support GCFs

NEW SECTION

WAC 110-145-2730 Additional personnel to support GCFs.

Licensees must have sufficient:

- (1) Clerical, accounting, and administrative services to maintain proper records and carry out their program; and
- (2) Support and maintenance services to:
 - (a) Maintain and repair the premises; and
 - (b) Prepare and serve meals.

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