

TITLE:	DISCLOSURE OF SERVICES	POLICY 17.01
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Authority: WAC 388-78A-2030  
WAC 388-78A-2040  
WAC 388-78A-2050  
WAC 388-78A-2710  
WAC 388-78A-2720  
APPENDIX A

**PURPOSE:**

This policy underlines the facilities Disclosure of Services

**SCOPE:**

All employees and volunteers.

**POLICY:**

**PRIOR TO ADMISSION:**

We provide resident applicants and/or interested parties with a written copy of the facility's disclosure statement (on forms approved by the Department of Social and Health Services).

The disclosure statement clearly identifies the scope of care and services provided, as well as the limitations to those services.

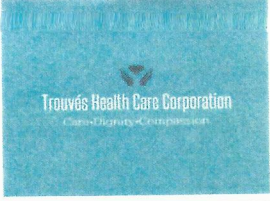
**UPON ADMISSION:**

The facility provides a written copy of the facility's disclosure statement and admission agreement to each resident prior to or upon admission.

The facility provides each resident with a written copy of the admission agreement at least every 24 months thereafter.

The administrator or designee explains as necessary the range and cost of services available upon admission, at least every 24 months or when there is a change in cost of services.

If changes in services occur, residents will receive the required written notice prior to changes taking effect.



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**PROCEDURE:**

The Administrator or designee will provide resident applicants and/or interested parties with the department-approved disclosure statement, describing all care and services available. The disclosure statement includes a list of required services and the optional services that this facility has selected to provide, which may include but not be limited to nursing and other special services.

The Administrator or designee will notify resident applicant of rights regarding health care decision making consistent with applicable state and federal laws and rules, prior to or at the time the individual moves into the facility.

Prior to admission and at least every 24 months thereafter, the Administrator and/or designee will review with, and provide to, the resident and/or their representative a copy of the disclosure form and Admission Agreement. The review will include a listing of the facility's scope of care and services available and the cost of available services. A signed copy of receipt of this information will be maintained in the resident's file.

The resident and/or their representative will be provided with written notification of any changes of available services and costs for services at least thirty (30) days prior to any change taking effect unless otherwise agreed upon by the resident and/or resident representative and the facility.

**EXCEPTIONS:**

No exceptions to this policy may be granted without the prior written approval of the Director.

**SUPERCEDES:**

None