Residential Care Services (RCS)  
Operational Principles and Procedures for  
Assisted Living Facilities (ALFs)  
FULL INSPECTION  
EXIT PREPARATION

I. Purpose  
To prepare for the exit conference by reviewing and analyzing all information gathered during the assisted living facility (ALF) on-site inspection to identify deficiencies, based on the regulations and/or statutes (WAC, RCW), and determine whether further action is required.

II. Authority  
RCW 18.20.110  
RCW 18.20.125

III. Operational Principles  
A. The exit preparation occurs at the end of the inspection prior to the exit.  
B. A team meeting is conducted to review and analyze the data collected and determine deficiencies, based on the regulations and/or statutes (WAC, RCW).  
C. The determination of deficient practice is focused on the delivery of care and services to the residents.

IV. Procedures  
The licensor will:  
A. Communicate with the licensee/administrator or designee and ALF staff throughout the inspection to facilitate complete data collection and to ensure no “surprises” at the exit conference.  
B. Notify the licensee/administrator or designee when the on-site inspection has been completed and the RCS team is meeting for the exit preparation.  
C. Schedule the exit conference with the licensee/administrator or designee and invite the Ombuds and interested residents to attend.  
D. Facilitate the exit preparation and organize the information to be presented, in a manner that can be clearly understood by the licensee/administrator or designee and the Ombuds.  
E. Review information and deficiencies and identify any negative resident outcomes or the potential for a negative outcome using specific residents from the sample when possible. If residents are present, or have requested that their issues be kept confidential, confidentiality issues must be maintained.

V. Information and Assistance  
A. Conduct a team meeting if more than one RCS staff is present for the inspection reviewing the inspection, identifying concerns based on
observations, interviews and record reviews, identify deficient practice and use Attachment M as a guide and optional tool for exit preparation.

B. Document and prioritize the information – citations before consults and most serious issues presented first.

C. Conduct the exit preparation in a setting that is on-site and confidential.

D. Use attachments during the inspection to assist in recording and organizing the data and contribute to the preparation of the information to be shared at the exit.

E. Exit preparation may not be the final determination of compliance. Further analysis and data collection may continue after the on-site visit including collateral contact interviews, collateral record review and review of documentation.

F. Note if further information will be required after the exit and establish the licensor responsible for that data collection.

G. Follow the Enforcement Operational Principles and Procedures (OPPs) to establish the scope and severity and what specific action is required if a deficiency is identified.

E Irene Owens, Interim Director
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Date