WAC 388-829C-360  What are the requirements for record entries?

(1) The companion home provider must ensure all record entries are:
   (a) Made at the time of or immediately following the event;
   (b) Made electronically or written legibly in ink;
   (c) Signed and dated by the person making the entry;
   (d) Stored securely; and
   (e) Kept confidential.

(2) To correct an error in a record entry, the provider must strike through the error in a way that the underlying text remains legible.