



November 2024

DOH 346-167

Hospital Staffing Compliance/ Non-Compliance Reporting

Compliance Reporting Requirements

Hospitals that are required to report their hospital staffing compliance and non-compliance to the Department of Health (department) must use the forms that are available on the department's website. Before submitting reports, ensure all sections are completed and that the form remains in PDF format

Monthly Non-Compliance Report

Beginning July 1, 2025, hospitals that are not exempt from RCW 70.41.420(7)(b) document and report to the DOH when the number of patients assigned to nursing staff is higher than allowed by the hospital staffing plan. Reports must be submitted to the Department within seven calendar days following the end of the month in which they were out of compliance.

To report noncompliance, complete the department's [monthly noncompliance form](#) and email it to hospitalstaffing@doh.wa.gov.

Semiannual Compliance/ Non-Compliance Report

Beginning January 31, 2026, hospitals that are not exempt from RCW 70.41.420(7)(b) begin submitting semiannual compliance forms to the department using the [semiannual compliance/non-compliance form](#). Semiannual reports are due each year on January 31 and July 31 and must report on the hospital's staffing compliance for the previous six months.

Learn More About Hospital Staffing Requirements

- Learn more about the legislation that requires acute care hospitals to report their hospital staffing compliance to the department here [RCW 70.41.420: Hospital staffing committee](#).
- Find information about the key dates and requirements for hospital staffing here [Hospital Staffing | Washington State Department of Health](#).
- Read some frequently asked questions and answers here [Frequently Asked Questions | Washington State Department of Health](#).

Program Contact Information

If you have any questions, please reach out to the program by emailing the [hospital staffing inbox](#).