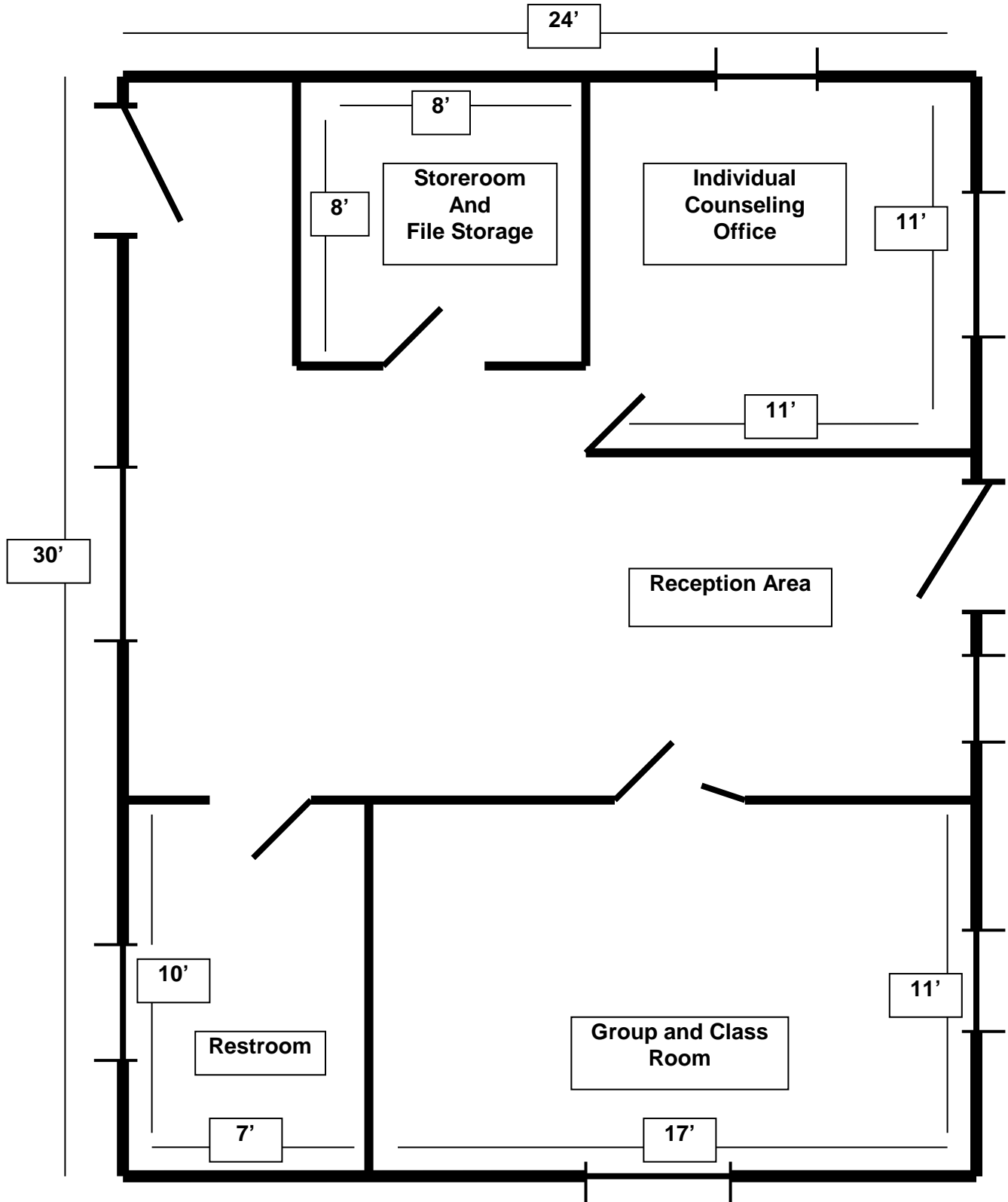


# Sample of a Floor Plan

To be submitted with the Agency Relocation Approval Request Form  
or the Initial Licensure and Branch Applications





Behavioral Health Agencies  
P.O. Box 47877  
Olympia, WA 98504-7877  
360-236-4700

## Additional Floor Plan Information

### Washington Administrative Code (WAC) Authority:

Application:	WAC 246-341-0305
On-site reviews	WAC 246-341-0320
Approvals and provisional approvals:	WAC 246-341-0325
Adding a branch site	WAC 246-341-0340
Change in location	WAC 246-341-0355
Remodel	WAC 246-341-0360

Please show the following on the floor plan:

- The use of each room.
- The dimensions of each room.
- The location of windows and doors of each room.
- The location of restrooms.
- Floor to ceiling walls.
- Rooms used for confidential counseling.
- Other therapy and recreation area rooms.
- Confidential patient records storage.
- Sleeping rooms, if a residential facility.
- The reception area is separate from counseling and living areas.

### Group Room Size Rationale:

- Chemical dependency treatment regulations require group counseling sessions to be limited to no more than 12 patients in chemical dependency treatment agencies and no more than 24 in outpatient mental health agencies. Regulations require a there to be a second staff member in chemical dependency youth groups with 9-12 youth patients.
- In mental health outpatient agencies, there must be a second counselor in groups above 12 individuals.

### Other Helpful Information:

- The floor plan can be hand-drawn.
- Indicate by legend all interior floor to ceiling walls.
- Indicate type of window covering for all interior and exterior windows, such as curtains, drapes, reflective film, or blinds.
- Furnishings are not required to be represented on the floor plan.
- Include all areas utilized by the agency.
- Include any steps, ramps, or elevators necessary for access to any services provided by the agency.

Walls in counseling spaces must be floor to ceiling with soundproofing sufficient to prevent a normal conversation from being overheard through closed doors. On the floor plan, indicate which walls, if any, are not floor-to-ceiling. Treatment areas cannot double as corridors for persons to get to other areas of the facility.

Federal confidentiality regulations pertaining to chemical dependency treatment are more stringent than the confidentiality requirements of other businesses. Therefore, applicants and chemical dependency treatment providers should take sufficient precautions and measures to ensure chemical dependency patient confidentiality.

Additionally, chemical dependency treatment services must be provided in a manner that is separate and distinct from other services delivered at the same site. Providers of multiple services such as chemical dependency and mental health, chemical dependency and domestic violence, or chemical dependency and problem and pathological gambling treatment should develop a system that ensures protection of the confidentiality of chemical dependency treatment patients.