



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
*Aging and Long-Term Support Administration*  
*PO Box 45600, Olympia, Washington 98504-5600*

June 26, 2020  
Amended July 2, 2020

ALTSA: AFH #2020-028

**PERSONAL PROTECTIVE EQUIPMENT ORDERING FOR ADULT FAMILY HOMES**

Dear Adult Family Home Provider:

**This letter is amended** in response to questions received following the initial communication and addresses the following issues:

- **Selecting the proper point of contact was difficult.**  
The instructions below now have a simpler point-of-contact list with a map to identify the proper Home and Community Services (HCS) regional office to contact. This one-time shipment will be facilitated through regional HCS offices for all adult family homes, even if they do not have a contract with HCS.
- **Instructions on future procurement of PPE were inaccurate.**  
Long-term care facilities are instructed to continue to purchase required protective equipment for their residents and staff. If they experience a shortage, they should contact their local [emergency management agency](#) or [local health jurisdiction](#). If the local EMA/LHJ is short, facilities may request an emergency 7-day supply of PPE from Long Term Care Incident Command. *PPEWA.com is not supported as a PPE request platform for facilities.*
- **Further questions about this one-time shipment may be directed to**  
[PPEBranch.Ltcimt@dshs.wa.gov](mailto:PPEBranch.Ltcimt@dshs.wa.gov)

The Department of Social and Health Services (DSHS) will issue a one-time shipment of personal protective equipment (PPE) to all adult family homes (AFH) who place an order. Adult family homes may place one order for a fixed-quantity set of PPE. To request PPE on behalf of several homes, a corresponding number of unique orders should be placed.

**Follow these instructions to place an order:**

1. Prepare an [order request form](#)
2. Contact DSHS
  - Contact your HCS Regional Office via [this document](#).
3. Submit your answers to the following screening questions
  - Are you caring for a client with a suspected or confirmed infection of COVID-19?
  - Have you placed an order before?
4. Submit the order request form to your DSHS contact.

**How much PPE will adult family homes receive from this shipment?**

DSHS will ship a “set” with an estimated 31-day supply of PPE to each adult family home. There are two “sets”: one for facilities with a suspected/confirmed case of COVID-19, and one for facilities without reported infection. Refer to the [order request form](#) for the details of each set.

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**This is a one-time shipment. How should facilities regularly order PPE?**

Long-term care facilities are instructed to continue to purchase required protective equipment for their residents and staff. If they experience a shortage, they should contact their local [emergency management agency](#) or [local health jurisdiction](#). If the local EMA/LHJ is short, facilities may request an emergency 7-day supply of PPE from Long Term Care Incident Command.

Thank you as always for everything you do to protect the health and safety of the residents in your care.

Sincerely,



Candace Goehring, Director  
Residential Care Services

DSHS: "Transforming Lives"