



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

February 28, 2018

AL TSA: ALF #2018-003
ASSISTED LIVING FACILITY INFORMATION CHANGES

Dear Assisted Living Facility Administrator:

Recently, the department has reviewed the process for providers who change information relevant to their assisted living facility. Up to this point, providers would contact their local field office; the field office would complete the ALF Information Changes form, and then send it to the Business Analysis and Application Unit (BAAU) for processing.

This process has been streamlined, so that providers will now:

- Complete the ALF Information Changes form ([DSHS 10-601](#)); a link to this form is available on the AL TSA [Information for Assisted Living Facility Professionals](#) webpage.
- Print, sign and date the form, attesting the changes are correct; and
- Send it electronically to BAAU at BAAU@dshs.wa.gov for processing. **Please note that forms without a signature will not be processed.**

Effective immediately, the following information changes will be made through the above process:

- Administrator; and
- ALF phone, fax, mailing address, and/or email address.

Providers must ensure the prospective administrators meet all requirements in chapter 388-78A WAC.

If you have any questions regarding this process, please contact BAAU at BAAU@dshs.wa.gov or (360) 725-2573.

Providers requesting to terminate a Medicaid Contract will do so by sending an email to: adshqcontracts@dshs.wa.gov or contacting the ALF Contracts Manager at (360) 725-2649.

Sincerely,

Candace Goehring, Director
Residential Care Services

"Transforming Lives"