|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | RESIDENTIAL CARE SERVICES ADULT FAMILY HOMES (AFH)  INFORMAL DISPUTE RESOLUTION (IDR)  **AFH IDR Request**  Authority [RCW 70.128.167](https://app.leg.wa.gov/RCW/default.aspx?cite=70.128.167) and [WAC 388-76-10990](https://app.leg.wa.gov/wac/default.aspx?cite=388-76-10990); for further information about the IDR process, click [here](https://www.dshs.wa.gov/altsa/residential-care-services/informal-dispute-resolution-idr). | | | PO Box 45600  Olympia WA 98504-5600  [RCSIDR@dshs.wa.gov](mailto:RCSIDR@dshs.wa.gov)  Fax: (360) 725-3225 |
| FACILITY NAME | | | LICENSE NUMBER | |
| PROVIDER’S NAME | | | PHONE NUMBER (AND AREA CODE) | |
| ALTERNATE PHONE NUMBER (AND AREA CODE) | | EMAIL ADDRESS | | |
| MAILING ADDRESS CITY STATE ZIP CODE  **WA** | | | | |
| **Submission**  Submit this formwithin **10 working days** of receiving your official Statement of Deficiencies (SOD) or Enforcement Letter to the address listed above. **A separate request form must be submitted for each citation or enforcement action you are disputing**. **Note:** **Your** **IDR request will be denied if the request form is incomplete, inaccurate or late.** If you have any questions, contact the IDR Program by telephone at (360) 725-3233 or via e-mail at [RCSIDR@dshs.wa.gov](mailto:RCSIDR@dshs.wa.gov).  **Traditional IDR**: Conducted by an IDR Program Manager (PM) during a 1:1 meeting. The disputing provider is given two hours to present relevant information to the IDR PM. A **Traditional IDR** is **required** if disputing **4** or more citations or enforcement actions; however, it is optional for **three (3)** or fewer citations. The IDR program requests that any supporting documentation be submitted at least one week prior to the scheduled IDR date.  **Panel IDR:** Conducted by a panel consisting of one provider, one consumer advocate, and one department staff and is chaired by an IDR PM. Brief presentations are made by both the provider and department staff who initiated the citation or enforcement. The panel provides a recommendation to the IDR PM who makes the final decision. A **Panel IDR** is only available if you are disputing **three (3)** or fewer citations or enforcement actions. You must submit supporting documentationwithin **20 working days** of receiving the official SOD. Documentation received after this deadline will **not** be considered by the panel.  **IDR Review** (check one):  **Traditional** IDR Review **Panel** IDR Review  **IDR Type** (check one):  Face to Face  Telephone  Desk Review  **Dispute:** | | | | |
| STATEMENT OF DEFICIENCIES (SOD) DATE | | | | |
| WAC / RCW BEING DISPUTED | | | | |
| Clearly and concisely indicate why you are disputing the citation. Provide only relevant documents to the dispute. | | | | |