STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Home and Community Living Administration
Residential Care Services • P.O. Box 45600 • Olympia, Washington 98504

May 11, 2026

HCLA: ICF/IID #2026-004
Upcoming Training Opportunity: Pilot for Investigation of Facility- Reported Incidents in Intermediate Care Facilities for Individuals with Intellectual Disabilities

Dear Provider/Administrator:

This letter is to inform you Residential Care Services (RCS) will be conducting an intermediate care facility for individuals with disabilities (ICF/IID) pilot for investigation of medium- and low-level harm facility-reported incidents (FRIs) using an administrative review/offsite investigation process. The pilot launch will begin in July 2026. It is a "proof of concept" pilot that will last six months. Its purpose is to test the feasibility and viability of RCS conducting administrative review/offsite investigations of FRIs with medium- to low-harm levels not requiring onsite investigations.

The Developmental Disability Administration, state of Washington, and RCS are setting up joint training for ICF/IDD providers and their staff about the pilot and provider expectations during the pilot. The training is free.

Providers will continue to do their initial reporting as mandatory reporters in the RCS Online Incident Reporting (OIR) portal. RCS is developing OIR so providers can upload FRI documents at the time of the required initial reporting, and 5 working days follow up reporting thereafter.

When will the training occur?
June 12, 2026, from 1:00 pm – 2:30 pm, virtual TEAM presentation.

What are the training learning objectives?

- Know what to expect from RCS' ICF/IID Proof-of-Concept FRI Pilot to launch in July 2026, for administrative review/offsite investigations of medium- and low-level harm FRIs.
- Explain the state laws and federal regulations that cover mandatory reporting of incidents.
- Describe how to do follow-up update reporting for FRIs through RCS' OIR portal.
- Demonstrate where and how to upload documents in OIR.

How do I register for the training?
RCS will send out Team invites to ICF/IID providers to attend the training. Please make sure RCS has your current contact email address.

Thank you for your continued commitment to residents' health and safety. If you have any questions, please contact Bett Schlemmer, Special Assistant to RCS Director, at bett.schlemmer@dshs.wa.gov.

Sincerely,

Amy Abbott, Director
Residential Care Services

DSHS: "Partnering with People"