



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

05/01/2026

HCLA: AFH #2026-016
Revised Adult Family Home Licensing Visit

Dear Adult Family Home Provider:

This letter is to tell you about a new process the Department of Social and Health Services (DSHS) is implementing for Adult Family Home (AFH) inspections. Chapter [70.128 RCW](#) requires the DSHS to conduct routine inspections of AFHs in the interest of the health, safety and well-being of residents living in these settings. During the COVID-19 Public Health Emergency Governor Proclamations, including [20-18](#), required DSHS to pause most routine inspections. The pause in inspections, along with a large increase in licensed AFHs, created a backlog of inspections we continue to work through.

Over the past several months we've been working on a new process that maintains focus on resident safety while addressing the inspection backlog and improving our processes and procedures. Between November 2025 and March 2026, Residential Care Services (RCS) piloted a revised inspection process on AFHs identified in the backlog. **Effective May 1, 2026, RCS will use the revised process for all AFH licensing inspections.** The revised inspection process consists of:

- Entrance onsite
- Inspection tour
- Resident sample selection and related:
 - Interviews
 - Observation of care
 - Medication systems review
 - Resident record review
- Administrative records review
- Provider interview
- Exit conference

During the visit RCS may determine whether additional inspection elements are required. If we make this determination we will notify you of this during the visit and explain what is needed and why. During all inspections AFHs must have all policies, procedures, administrative records and resident records available for review by the department. This includes, but is not limited to:

- Resident and staff list
- Entire resident records, including the negotiated care plan and nurse delegation records, if applicable
- Personnel files, including orientation, CPR, first aid training, TB testing, basic or modified training, continuing education and specialty training (as required)

RCS Provider Letter: **Revised Adult Family Home (AFH) Licensing Visits**

May 01, 2026

Page 2

- Background check information for all current staff, volunteers, and household members over the age of 11 (12 years old and older), including fingerprint check information when applicable. See Provider letter AFH [2025-045](#)
- AFH succession plan
- Medical test site waiver, if applicable
- Proof of current liability insurance (commercial and professional)

If any requested documents are unavailable during the visit, AFHs must electronically submit the requested documents to RCS within 24 hours. Failure to provide the requested documents timely will result in a deficiency citation. For more information about document access during RCS visits and email addresses to provide documents see Provider Letter AFH #[2024-011](#). See also WAC [388-76-10915](#).

Thank you for your continued commitment to resident health and safety. If you have any questions, please contact your local RCS Field Manager.

Sincerely,



Miriam Mina, Acting Director
Residential Care Services

DSHS: *"Partnering with People"*