



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

September 29, 2014

AL TSA: AFH #2014-016
RESIDENT RIGHTS: DISCLOSURE OF SERVICES FORM

Dear Adult Family Home Provider:

In 2013 the legislature passed Substitute House Bill 5630 and made changes to RCW 70.128, the state laws that govern adult family homes (AFH). This legislation required DSHS to develop a form that will be used by all adult family home providers to disclose the services, activities and items that are available in their homes.

This form is now a required document that must be completed by all AFH home providers and returned to DSHS. Once the form is returned, either by electronic or regular mail, it will be uploaded onto the AFH locator site so it can be viewed by the public. The purpose of this form is to provide potential residents and their families with a standard form they can review when searching for an AFH placement. The idea is that if all the forms are the same, it will make it easier for families to compare homes.

We understand that homes are already required to provide notice of the services, items and activities in their home in accordance with WAC 388-76-10530. This requirement is not changing. The new form is meant to be a tool for potential residents and is an opportunity for you to share with the public what it is that makes your home unique and why you are the best choice to meet the needs of a potential resident. Most of the information required to complete the new form can be located on the disclosure forms that homes are already using.

Other facts about the form:

- The form and directions on how to complete and return the form can be found on the AFH professional page at: <https://www.dshs.wa.gov/altsa/residential-care-services/information-adult-family-home-providers>
- The form is to be returned to Residential Care Services by December 31st, 2014.
- You can request to have a hardcopy of the form mailed to you by calling Pamela Reeves at (360) 725-2268.
- RCS Licensors will start looking at the AFH Locator site prior to each inspection to ensure the form has been completed and returned. It will become a part of the licensing process after January 1st, 2015.

Once the form is completed it can be returned by:

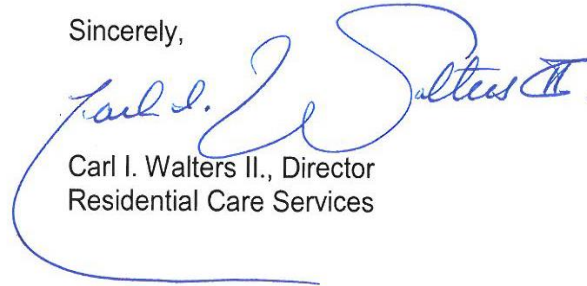
Email form to: AFHDisclosures@dshs.wa.gov	OR	Mail form to: ALTSA-RCS Attention: Pamela Reeves PO Box 45600 Olympia, WA 98504-5600
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For questions about the required content of the form, please contact Christi Pederson, RCS Policy Program Manager, at 360-725-3204.

Thank you for your continued commitment to providing high quality care to our vulnerable adults in the state of Washington.

Sincerely,

A handwritten signature in blue ink that reads "Carl I. Walters II." The signature is stylized with a large, looping "C" and "W".

Carl I. Walters II., Director
Residential Care Services

"Transforming Lives"