



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

August 11, 2015

ALTSA: AFH #2015-018
REVISIONS TO QUESTIONS ON THE COMPLAINT HOTLINE

Dear Adult Family Home Provider and Interested Parties:

This letter contains important information regarding upcoming changes to the Complaint Resolution Unit (CRU) Hotline script. From time to time, RCS reviews its hotline script for clarity and to ensure it aligns with current related business processes. Earlier this year, the CRU used Lean Value Stream Mapping (VSM) to identify opportunities to remove waste from its process and further streamline operations. One of the recommendations from the VSM project was to revise the hotline script with the goal of reducing the need for calling the reporter back and to improve customer satisfaction.

Effective August 25, 2015, hotline callers will hear the revised hotline questions. To assist you in this process, we are enclosing a copy of the revised script along with a worksheet that you may opt to use as a training tool or to complete as a guide when making your report.

Highlights of hotline revisions include:

- The script is shortened; questions are framed to gather more pertinent information and be respectful of the reporter's time.
- A confirmation number will be provided at the end of each call for assurance that the report was recorded.
- The hotline script and the upcoming online incident reporting system questions will be synchronized.

Please review and share this information as needed. Note that the enclosed script replaces the script in the Guidebook for reporting and reflects the changes described above. The script and worksheet are also posted on the ALTSA Adult Family Homes (AFH) professional page at: <https://www.dshs.wa.gov/altsa/residential-care-services/information-adult-family-home-providers>. Also, check the professional page for the new online reporting feature that should be available before the end of the year.

Do not delay calling in a report because you do not have all of the information. Reporting timeline requirements have not changed.

Please contact your RCS Field Manager if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Morgan".

Kathy Morgan, Interim Director
Residential Care Services

"Transforming Lives"

Enclosures: [Hotline Script](#) (Rev. August 2015)
[Optional Incident Description Worksheet](#)