



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

September 29, 2017

ALTSA: AFH #2017-006
ADULT FAMILY HOME INFORMATION CHANGES

Dear Adult Family Home Provider:

Recently the department has reviewed the process for providers who change information relevant to their adult family home. Up to this point, providers would contact their local field office, the field office would complete the [AFH Information Change form](#), and then send it to the Business Analysis and Application Unit (BAAU) for processing.

This process has been streamlined, so that providers will now:

- Complete the AFH Information Change form, which is located on the AFH professional provider webpage;
- Print, sign and date the AFH Information Change form attesting the changes are correct; and
- Then send it electronically to BAAU at BAAU@dshs.wa.gov for processing.

Effective immediately, the following AFH changes will be made through the above process:

- Resident manager (RM);
- Entity representative (ER);
- AFH phone, fax, mailing address, and/or email address; and
- Adding/removing specialty designation(s).

Providers must ensure the prospective ER and/or RM meet all requirements in chapter 388-76 WAC, to include the thousand hours direct caregiving experience and AFH administrator training class for the ER.

If you have any questions regarding this process, please contact BAAU at BAAU@dshs.wa.gov or (360) 725-2573.

Providers requesting to add or terminate a Medicaid Contract will do so by sending an email to: adshqcontracts@dshs.wa.gov or contacting the AFH Contracts Manager at (360) 725-2649.

Sincerely,

Candace Goehring, Director
Residential Care Services

"Transforming Lives"