



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

November 28, 2022

**AL TSA: AFH #2022-052**  
**RESIDENT CONFIDENTIALITY**

Dear Adult Family Home Provider:

This letter is a reminder about the importance of safeguarding confidential resident information. The law prohibits disclosing a resident's personal information with any person or organization except with the resident's health care providers and the department. The law requires a signed consent from the resident or their legal representative *before sharing the information with other entities*. Some examples of personal information include, but are not limited to, the resident's medical conditions, treatments, medications, assessment, and care plan.

RCW [70.129.050](#) gives residents "the right to personal privacy and confidentiality of his or her personal and clinical records".

WAC [388-76-10315](#) (1) (c) requires resident records "be kept confidential so that only authorized persons see their contents" and (d) "are only released to the following persons:

- (i) A health care institution;
  - (ii) When requested by the law;
  - (iii) To department representatives; and
  - (iv) To the resident..."
- and
- (3) "Allow representatives of the long-term care ombuds access to a resident record if approved by the resident"

If you are asked to share personal information with individuals or organizations not listed above, please ensure you first obtain written consent from the resident or their representative before doing so.

Thank you for your continued commitment to client health and safety. If you have any questions, please contact [Colleen Jensen](#) at 564-999-3182.

Sincerely,

Amy Abbott, Director  
Residential Care Services

DSHS: "Transforming Lives"