



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

November 8, 2016

**ALTSA: ALF #2016-018**  
**ALF ROOM LIST UPDATES TO CHAPTER 388-78A WAC**

Dear Assisted Living Facility Administrator:

On May 28, 2013, a provider letter (ALF #2012-017) advised that the department would be analyzing systems and business processes to identify the licensed rooms in an assisted living facility (ALF), and the approval of changes to licensed bed capacity or licensed bed increases.

Over the next 18 months, licensors will be updating the room lists with greater detail than previously recorded. This will provide clarification, updates, and/or changes to identify the licensed rooms during initial licensing, licensing inspections, and the process for requesting and approving changes in licensed bed capacity.

This will require additional measurements of sleeping rooms and/or day rooms by the licensors. For the sleeping rooms, licensors will be measuring one sleeping room for each floor plan configuration.

- Providers will need to provide their facility floors plans to the licensor. To have these floor plans readily available for the licensors will reduce the amount of time the licensor is on site.
- All rooms 'approved' by Construction Review Services (CRS) will be entered into the room list. 'Approved' rooms simply means that they were licensable at the time of construction by DOH. Building codes change every three years, regulations and contract requirements change, and facilities make modifications to their rooms over time. Facilities must meet minimum licensing requirements when licensing a room.
- Providers will identify for the licensor which rooms are licensed. The licensor will note 'licensed' in the remarks section of the room list form.
- Providers DO NOT do any measuring. This can only be completed by a licensors.
- Once completed, the room list will be maintained electronically by Residential Care Services.
- For future updates to the room list, the licensor will print the list, hand it to the provider, and ask the provider to verify which room/bed(s) are 'licensed'. Providers will be asked to verify columns 'L', 'M', and 'R' of the room list. The R column is where the provider will identify for the licensor which room is 'licensed'.

When making changes to licensed bed capacity or changing use of rooms the following regulations must be met:

- [WAC 388-78A-2800: Changes in licensed bed capacity.](#)
- [WAC 388-78A-2810: Criteria for increasing licensed bed capacity.](#)
- [WAC 388-78A-2880: Changing use of rooms.](#)
- [WAC 388-78A-3030: Toilet rooms and bathrooms.](#)

Dear Assisted Living Facility Administrator

November 8, 2016

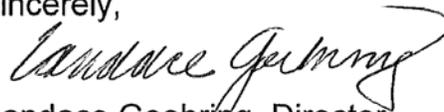
Page 2

The form required to make changes to bed capacity can be located on the department's website at <https://www.dshs.wa.gov/altsa/residential-care-services/information-assisted-living-facility-professionals>, under *Change in Bed Capacity or Licensed Rooms*. The provider must post an amended license obtained from the department, indicating the new bed capacity before a resident can be placed in the requested increased room(s).

If the facility is asking for a private-pay resident room to be licensed because the resident is converting to Medicaid, the room must meet minimum licensing requirements for physical plant requirements.

Should you have additional questions, please contact Jeanette K. Childress, Assisted Living Facility Policy Program Manager at (360) 725-2591 or [jeanette.childress@dshs.wa.gov](mailto:jeanette.childress@dshs.wa.gov).

Sincerely,



Candace Goehring, Director  
Residential Care Services

*"Transforming Lives"*