



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

February 15, 2017

ALTSA: ALF #2017-001  
ALF LICENSED ROOMS INFORMATION

Dear Assisted Living Facility Administrator:

This notification is to provide clarification regarding the policy, procedure, and/or information for licensed rooms.

- For **new** assisted living facilities, the department will allow the facility to identify the number of units it wants licensed and pay the respective license fee. Within six months of initial licensing, the facility would fill out form [DSHS 06-176 ALF Change in Licensed Resident Bed Capacity or Use of Rooms](#) notifying the department, through the standard notification process, of the room numbers that have residents occupying them. The department will enter this information in its computer system. The facility will notify the department if they need an increase in capacity and fill out DSHS Form 06-176 and pay the additional license bed fee.
- If a facility chooses to allow non-residents to reside in licensed rooms, facilities must still allow RCS to conduct unannounced inspections of licensed rooms occupied by non-residents pursuant to RCW 18.20.110. It is the facility's responsibility to ensure compliance with landlord-tenant laws and mandatory RCS inspection requirements. If a non-resident declines to allow access to a licensed room, RCS may issue a citation and enforcement action against the facility for failing to comply with the inspection statute.
- The license fee is a **per bed** fee, not per resident per WAC 388-78A-2800. A non-resident does not require an assessment, NSA, supervision, etc. Should the non-resident individual become an ALF resident, then the physical plant requirements would be required to meet the minimum licensing regulations set forth in 388-78A and 388-110, and the resident notified of their rights associated with being in a licensed room.
- WAC 388-78A-2800(3) requires the facility to post an updated copy of the license, indicating the new bed capacity. RCS will now be emailing a PDF version of the updated license to a facility once RCS has received notification that the application and required licensing fee(s) have been received.
- The facility makes the decision as to whether or not the room will have one or two beds. The fees are based on a per bed fee per WAC 388-78A-2800.
- Facilities are allowed to maintain more licensed beds than are currently occupied by residents. The facility can have beds/rooms in "stand-by" mode to allow for admissions or transfers.

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- The department, through stakeholder work and assisted living facility rulemaking, will clarify rules on nonresident individual units and designating specific units to be licensed. RCS has a process in place for conversion of rooms.
- The Characteristic Roster is completed indicating specific information about the resident. This roster does not indicate whether or not the room in which the resident resides is licensed.

If you have any questions about the proposed rules, please contact Jeanette Childress, Policy Unit Manager, at (360) 725-2591 or [Childjk@dshs.wa.gov](mailto:Childjk@dshs.wa.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "Candace Goehring" with a stylized flourish at the end.

Candace Goehring, Director  
Residential Care Services

*"DSHS: Transforming Lives"*