



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

June 12, 2017

**AL TSA: ALF #2017-007**  
**STAND-BY LICENSES**

Dear Assisted Living Facility Administrator:

On February 15, 2017, ALF #2017-001 stated, "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." Previously RCS had required facilities to designate a specific room for the beds in 'stand-by' mode.

This letter provides clarification regarding the policy, procedure, or information around the 'stand-by' beds. Providers may maintain excess licensed beds above the licensed beds designated on the ALF room list which has active ALF residents. These will be referred to as 'stand-by' licenses. A 'stand-by' license is not required to be listed on the ALF room list form (DSHS 10-389) and you will not be required to designate a room for the 'stand-by' license unless it is occupied by a resident receiving licensed care and services. The excess licensed beds must otherwise meet the following criteria: 1) The license fee has been paid by the provider, and 2) The 'stand-by' bed does not exceed the approved capacity requested by the facility and approved by the department

When a nonresident (or "Independent resident") becomes an assisted living resident (either through private pay or covered by Medicaid) and resides in a room that will utilize a 'stand-by' license not previously designated on the room list, the facility must assure the room meets the minimum physical plant requirements<sup>1</sup> including:

- ALF licensing requirements under 388-78A; and
- Contracted Residential Care Services requirements under 388-110, when applicable.

If a nonresident is placed on AL services intermittently the client must be served in a licensed bed. This can be done by utilizing one of the 'stand-by' beds. If a resident receiving assisted living services goes off of services or moves, the unit is not required to continue to be licensed and the bed can be placed in 'stand-by' status. If no 'stand-by' beds are left available, the facility must increase the licensed bed capacity and pay the licensed bed fee in order to provide AL services.

If any 'stand-by' beds are being utilized upon the next licensing visit or, if applicable, any investigation, the provider must identify for the licensor/investigator where the beds are located and this information will be included on the room list form.

If the Department's licensor's visit your facility for survey purposes you can expect that Residential Services Licensing staff may require additional measuring of some sleeping

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<sup>1</sup> The physical plant requirements in place at the time the room was determined to be licensable.

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rooms and/or day rooms and have questions about those rooms occupied by residents receiving Medicaid covered assisted living services.

The reference to 'float', 'flex', or 'checkerboard' licenses is not recognized as an approved license type by Residential Care Services.

If you have any questions about the proposed rules, please contact [Jeanette Childress](#), Policy Unit Manager, at 360-725-2591.

Sincerely,



Candace Goehring, Director  
Residential Care Services

*"Transforming Lives"*