



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

April 13, 2018

AL TSA: CCRSS #2018-003
SUPPORTED LIVING INFORMATION CHANGES

Dear Certified Community Residential Services and Supports Provider:

Recently, the department has reviewed the process for providers who change information relevant to their certification/license. Up to this point, providers would contact the Supported Living Field Manager of notification per requirements identified in WAC 388-101D-0025; the Field Manager or the Administrative Assistant would complete the Supported Living (SL) Information Change form, 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 [Supported Living \(SL\) Information Changes form](#) (DSHS 10-604), which is located on the [Information for CCRSS Providers webpage](#);
- Print, sign and date the SL Information Changes form attesting the changes are correct; and
- Send it electronically to BAAU at BAAU@dshs.wa.gov for processing.

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

- Administrator; and
- Provider phone, fax, mailing address, and/or email address.

Providers must ensure the prospective administrators meet all requirements in chapter 388-101D WAC.

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

Sincerely,

Candace Goehring, Director
Residential Care Services

"Transforming Lives"