



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

**ALTSA: ICF/IID #2018-003**  
**INTERMEDIATE CARE FACILITIES INFORMATION CHANGES**

Dear ICF/IID Superintendents/Administrators:

Recently, the department has reviewed the process for providers who change information relevant to their intermediate services facility. Up to this point, providers would contact their local field office; the field office would complete the ICF/IID Information Changes 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 ICF/IID Information Changes form (DSHS 10-605), which is located on the [Information for ICFs/IID Providers](#) webpage;
- Print, sign and date the ICF/IID Information Changes form attesting the changes are correct; and
- Send it electronically to BAAU at [BAAU@dshs.wa.gov](mailto:BAAU@dshs.wa.gov) for processing.

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

- Administrator;
- Director of nursing (when applicable); and
- ICF/IID phone, fax, mailing address, and/or email address.

Providers must ensure the prospective administrators meet all requirements in WAC 388-97-2020.

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

Sincerely,

Candace Goehring, Director  
Residential Care Services

*"Transforming Lives"*