



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

April 20, 2020

ALTSA: AFH #2020-017
ALTSA: ALF #2020-019
ALTSA: CCRSS #2020-014
ALTSA: ESF #2020-014
ALTSA: ICF/IID #2020-014
ALTSA: NH #2020-024

DEPARTMENT REQUEST FOR ONGOING COVID-19 STATUS UPDATES

Dear Provider / Administrator / Superintendent:

Residential Care Services placed phone calls to all facility and agency providers between April 10 and April 13 asking questions about the COVID-19 status of the residents and clients, number of staff, census of the facility and agency, and whether their staff had been trained in COVID-19 testing. The information gathered from these calls was shared with the Department of Health and Local Health Jurisdictions to update these agencies with information about where Personal Protective Equipment (PPE) and COVID-19 testing is needed.

Having current information such as what was gathered from the calls is critical to informing our public health partners in resource deployment. In order to keep this data set current, the Aging and Long-Term Support Administration has developed an on-line tool for providers and agencies so you can update your own information.

The on-line tool for facilities and agencies to provide COVID-19 data is now available [here](#)

We are asking you to visit the website twice weekly, on Monday and Thursday by midnight, to update the COVID status of your residents and clients, staff numbers, census, and COVID-19 test kit training needs. This should only take a few minutes to complete and will be extremely valuable for us and for you to promote the health of your residents and staff. Keep in mind that providing this information will not ensure you will receive PPE, but will be used to better inform us and other public health agencies about the need for PPE in a location.

Prior to entering COVID-19 data, you **MUST** enter the following information found on your license or certification issued by the Department:

- The facility/agency type
- The facility's license number or the agency certification number
- The most recent date the license or certification was issued

Once that information has been validated, you can proceed to enter your COVID-19 data. Note that if you have previously entered COVID-19 data into the tool, that data will be automatically displayed. Instructions for using this tool are available [here](#).

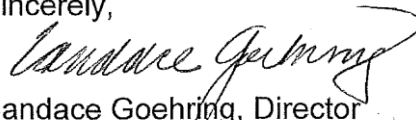
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IMPORTANT: This status update IS NOT a replacement for reporting COVID-19 or other infectious diseases to the Complaint Resolution Unit (CRU). **You must still report to the CRU and your Local Health Jurisdiction.** Report to the CRU [here](#).

If you do not know your license or certification number or issue date, or if you are having any problems entering data, please call 1-888-856-5691, 6:00 am to 10:00 pm, 7 days per week for assistance.

Thank you for your continued commitment to resident health and safety. If you have any questions, please contact your local RCS Field Manager.

Sincerely,



Candace Goehring, Director
Residential Care Services

DSHS: "Transforming Lives"