



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

November 30, 2023

**ALTSA: AFH #2023-039**  
**ALTSA: ALF #2023-028**

**VENDOR PROCUREMENT FOR RESIDENTIAL SEARCH TOOL**

Dear Adult Family Home Provider and Assisted Living Facility Administrator:

The Aging and Long-Term Support Administration (ALTSA), Home and Community Services (HCS) Division, is in the process of procuring a new Residential Search Tool Locator vendor. HCS is in the process of finalizing details and aims to provide more information about the new Residential Search Tool in 2024. During the process of procurement, HCS has received questions and concerns from providers and would like to take this opportunity to provide clarification and guidance about the Residential Search Tool Locator and its intended support:

- The goal of this locator is to provide a match between potential Adult Family Home (AFH) and Assisted Living Facility (ALF) providers and Medicaid clients.
- Medicaid contracted AFH & ALF providers will not be expected pay a registration fee, membership fee, or any other type of fee to participate and use this new Residential Search Tool.

More information and guidance will be shared once the procurement process is finalized.

If you have any questions regarding the Registration Search Tool Locator, please contact the **HCS Resources Support and Development** inbox [resourcedevelopment@dshs.wa.gov](mailto:resourcedevelopment@dshs.wa.gov).

HCS appreciates your partnership.

Sincerely,

Amy Abbott, Director  
Residential Care Services

DSHS: *"Transforming Lives"*