



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

April 20, 2015

**ALTSA: NH #2015-012**  
**INFORMATION REQUIRED WHEN INFORMING RCS OF NEW ADMINISTRATOR**

Dear Nursing Facility/Home Administrator:

Recently, Residential Care Services (RCS) began using a different information system to internally track nursing home data.

As a result of this change, RCS is now required to gather new information for certain tasks. Specifically, RCS can no longer input data on a new facility administrator without inclusion of his/her social security number (SSN) and date of birth (DOB). We apologize we did not inform providers of the change previously.

When sending in a notification of a change in administrator, please include this information in your letter. RCS has appropriate systems in place to protect the confidentiality of this sensitive information.

If you have any questions regarding this change, please contact your local RCS Field Manager. Thank you for your continued commitment to the health and safety of nursing home residents

Sincerely,

Carl I. Walters II., Director  
Residential Care Services

*"Transforming Lives"*