



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

November 16, 2016

AL TSA NH #2016-038
SUPPLEMENTAL 3.4 HOURS PER RESIDENT DAY (HPRD) INSTRUCTIONS
AND REPORTING TEMPLATE FOR NH FACILITIES

Dear Nursing Facility/Home Administrator:

Recently, the Aging and Long-Term Support Administration (AL TSA) Management Services Division implemented a temporary quarterly reporting template meant to capture data necessary to determine if a provider meets the 3.4 hour reporting standard on a quarterly basis. The form for the period July 1st through September 30th is due **no later than November 29th**. Please visit the AL TSA website to access the template, deadlines and submission instructions at: <https://www.dshs.wa.gov/sites/default/files/AL TSA/msd/documents/Quarterly%203%204%20Reporting%20Template.xlsx> .

Please note that this form is in addition to Payroll Based Journal (PBJ) data required by CMS. We had initially hoped the department would be able to obtain PBJ data from CMS in determining compliance with the 3.4 standard. However, at this point it does not appear CMS will be releasing data in time to meet our needs, so the separate form is needed. In reviewing the form, you should notice key differences between it and the PBJ.

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

Sincerely,

Candace Goehring, Director
Residential Care Services

"Transforming Lives"