



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

March 8, 2018

AL TSA: NH #2018-004
NURSING HOME (NH) INFORMATION CHANGES

Dear Nursing Facility/Home Administrator

Recently, the department has reviewed the process for providers who change information relevant to their nursing home. Up to this point, providers would contact their local field office, the field office would complete the NH Information Changes form, and 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 NH Information Changes form (DSHS 10-603), which is located on the [AL TSA Information for Nursing Home Professionals](#) web page.
- Print, sign and date the form, attesting the changes are correct; and
- Send it electronically to BAAU at BAAU@dshs.wa.gov for processing. **Please note that forms without a signature will not be processed.**

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

- Administrator;
- Director of Nursing (when applicable); and
- NH phone, fax, mailing address, and/or email address.

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

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

Sincerely,

Candace Goehring, Director
Residential Care Services

"Transforming Lives"