



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

December 21, 2018

**ALTSA: NH #2018-027**  
**NURSING HOME TRANSFER OR DISCHARGE NOTICE**

Dear Nursing Facility/Home Administrator:

The purpose of this letter is to notify you of the release of a revised form for use in providing residents or resident representatives with required information in the event of a facility initiated discharge.

The regulation at 42 CFR 483.15(c)(3)(i) requires, in part, that before a facility initiated transfer or discharge of a resident, the facility must “notify the resident and the resident’s representative(s) of the transfer or discharge and the reasons for the move in writing....” 42 CFR 483.15(c)(5) further specifies the contents of the notice.

Residential Care Services (RCS) has revised DSHS 10-237, Nursing Home Transfer or Discharge Notice. This form is intended as a tool for use by facilities to provide required notice to residents or their representatives about an upcoming facility initiated discharge or transfer. The revised form is now available for use in English, as well as the DSHS required language translations. The form is located at the [Electronic DSHS Forms](#) website. The use of this form is optional.

Additional information about discharge and transfer regulations are located:

- In the [State Operations Manual, Appendix PP](#) at F622 and F623;
- In the Centers for Medicare and Medicaid Services (CMS) Survey & Certification memos ([S&C 17-27-NH](#) and [S&C 18-08-NH](#)); and
- In RCS Management Bulletins ([R18-043](#) and [R18-006](#)).

Thank you for your continued commitment to resident health and safety. If you have any questions, please contact [Lisa Herke](#), Nursing Home Policy Program Manager, at (509) 225-2819.

Sincerely,

Candace Goehring, Director  
Residential Care Services

DSHS: “Transforming Lives”