



**STATE OF WASHINGTON**  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
Home and Community Living Administration  
Residential Care Services • P.O. Box 45600 • Olympia, Washington 98504

May 01, 2026

**HCLA: NH #2026-020**  
**Nursing Home Transfer or Discharge Notice Reminders**

Dear Nursing Home Administrator:

The Department of Social and Health Services (DSHS) has been notified by the Office of Administrative Hearings (OAH) that they have been receiving the nursing home (NH) [Transfer or Discharge Notices](#) without an associated appeal/hearing request. In addition, some of the notices that were sent to OAH appear that they may be intended for the Ombuds, which is a different entity. The frequency of the Notices has created additional processing time for OAH intake staff.

Residential Care Services (RCS) would like to take this time to remind facilities of the requirements when providing a NH Transfer or Discharge Notice. When a transfer or discharge notice is required:

**When the notice is first issued:**

When a facility initiates the transfer or discharge of a resident, a copy of the Transfer or Discharge Notice (aka "30-day notice") must be provided:

- For reasons included in [WAC 388-97-0120](#);
- In writing, in a language and manner they understand;
- A minimum of 30 days prior to transition or discharge, or as soon as practicable when one of the exceptions at [42 CFR 483.15\(c\)\(4\)\(ii\) or \(8\)](#) applies;
- To the resident and the resident's surrogate decision maker, if any;
- To the resident's family;
- To the department (your [local RCS Field Office](#));
- To the department's home and community services (HCS) for a Medicaid eligible resident; and
- To the Ombuds: See contact information [here](#).
- See [WAC 388-97-0120](#) and [42 CFR 483.15](#) for more information.

**When a resident wants to appeal the transfer or discharge:**

- Send the Transfer or Discharge with the associated appeal/hearing request to OAH Field Office, with the information listed in [WAC 182-526-0095](#);
- The hearing request may be made any time up to 90 days from the date the resident received the Transfer or Discharge Notice.
- A hearing may be requested in person, by telephone, voice mail, or in writing.
- If faxing, please ensure that the appeal notice
- Contact information for OAH is listed in [WAC 182-526-0025](#);
- Refer to the appeal process set forth in [chapter 182-526 WAC](#).

Thank you for your continued commitment to resident health and safety. For questions related to the information in this provider letter, please contact [RCSPolicy@dshs.wa.gov](mailto:RCSPolicy@dshs.wa.gov).

Sincerely,



Miriam Mina, Acting Director  
Residential Care Services

DSHS: *"Partnering with People"*

**Resources:**

[Nursing Home Transfer or Discharge Notice DSHS 10-237 Form](#) (DSHS optional form)

[WAC 388-97-0120 Individual Transfer and discharge Rights and Procedures](#)

[WAC 388-97-0140 Transfer or discharge appeals](#)

[S&C 18-08-NH](#)

[State Operations Manual, Appendix PP](#)

[42 CFR 483.15](#)

[RCW 74.42.450](#)