

- Follow-up on violations of licensing regulations, which may result in additional training, consultation, fines, stop placements, or license termination, revocation, or suspension.
- Abuse allegations are referred to the Complaint Resolution Unit (CRU) and RCS staff are assigned to investigate as needed. RCS also investigates all complaints of resident abuse called into the CRU Hotline at 1-800-562-6078.

## Where is DDA located?



### Region 1 North

**1-800-462-0624**  
**TTY (509) 568-3038**  
 1611 W. Indiana Ave.  
 Spokane, WA 99205-4221  
 Phone (509) 329-2900

### Region 1 South

**1-800-822-7840**  
**TTY (509) 454-4321**  
 3700 Fruitvale Blvd.  
 Suite 200  
 Yakima, WA 98909-2500  
 Phone (509) 225-4620

### Region 2 North

**1-800-788-2053**  
**TTY (360) 714-5002**  
 840 N. Broadway  
 Bldg. A., Suite 100  
 Everett, WA 98201-1288  
 Phone (425) 339-4833

### Region 2 South

**1-800-314-3296**  
**TTY (206) 720-3325**  
 1700 E. Cherry St. #200  
 Seattle, WA 98122  
 Phone (206) 568- 5700

### Region 3 North

**1-800-248-0949**  
**TTY (253) 572-7381**  
 1305 Tacoma Ave. S.  
 Suite 300  
 Tacoma, WA 98402  
 Phone (253) 404-5500

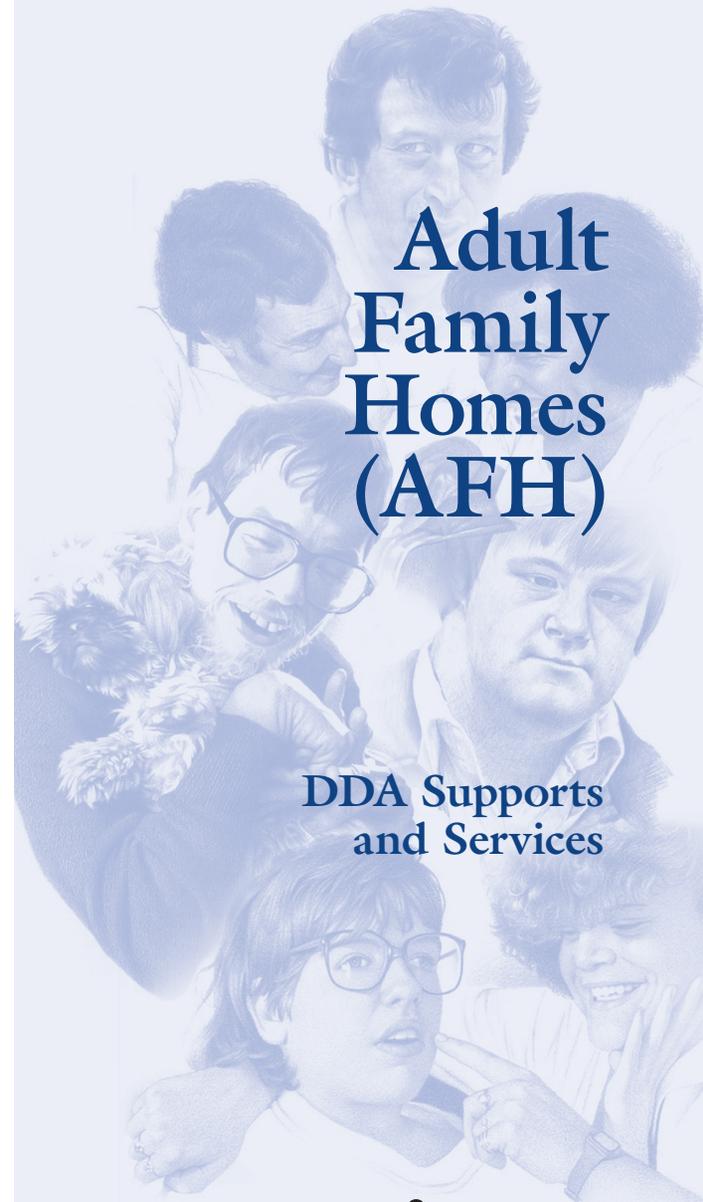
### Region 3 South

**1-800-339-8227**  
**TTY (360) 586-4719**  
 Point Plaza East  
 Bldg. 2, 3<sup>rd</sup> Floor  
 6860 Capitol Blvd. SE  
 Olympia, WA 98504-5315  
 Phone (360) 725-4250

The Department of Social and Health Services will improve the safety and health of individuals, families and communities by providing leadership and establishing and participating in partnerships.

# Adult Family Homes (AFH)

## DDA Supports and Services



## How do I choose an AFH?

The person and their family or legal representative select the provider. The provider must be designated as a DD Specialty Home and licensed by DSHS. DDA must authorize the placement before you move in.

## Where can I get further information about AFHs?

- You can call your regional DDA office and ask to speak with your Case Resource Manager.
- You can consult the Long Term Care Ombudsman Program at 1-800-562-6028 or visit their website: [www.ltcop.org](http://www.ltcop.org)
- You can visit the AL TSA website at [www.alsa.dshs.wa.gov/pubinfo/housing/other/#AFH](http://www.alsa.dshs.wa.gov/pubinfo/housing/other/#AFH)

For more information,  
 visit the DDA website at:  
[www.dshs.wa.gov/ddd](http://www.dshs.wa.gov/ddd)



## What is an Adult Family Home (AFH)?

An Adult Family Home (AFH) is a residence owned or rented by a licensed provider. It offers room and board, 24-hour supervision, and personal care for 2 to 6 adults, age 18 or older. Homes are licensed and regulated by the Residential Care Services (RCS) Division of the DSHS Aging and Long Term Support Administration (AL TSA).

## Who lives in Adult Family Homes?

AFHs are available to Developmental Disabilities Administration (DDA) eligible persons age 18 and older who require care, support, and supervision. Residents can be funded through DSHS (Medicaid) or private pay. Over 1,600 people with developmental disabilities live in AFHs in Washington.

## What training is required for AFH providers and caregivers?

All AFH providers must meet licensing and training requirements (Chapter 388-76 WAC). The licensed provider and the resident manager must complete the Developmental Disabilities Specialty Training course before working with residents with developmental disabilities ([http://www.dshs.wa.gov/ddd/cal\\_specialty.shtml](http://www.dshs.wa.gov/ddd/cal_specialty.shtml)).

- DDA provides the specialty training and in-home technical assistance.
- DDA regional staff provide quality assurance oversight for the homes.

All AFH providers and caregivers are required to complete:

- The Revised Fundamentals of Caregiving course; and
- 10 hours of continuing education each year.

## What additional training is offered to AFH providers and caregivers?

Continuing education is required for all AFH providers and caregivers. DDA offers a number of trainings specific to disability issues, positive behavior support, and other topics. These trainings are free of charge to the AFH and are available on the DDA Provider Training Opportunities webpage:  
[http://www.dshs.wa.gov/ddd/cal\\_provider.shtml](http://www.dshs.wa.gov/ddd/cal_provider.shtml).

## What does DDA expect from AFH providers and caregivers?

DDA expects all AFH providers and caregivers to ensure that each resident experiences:

- Health and safety;
- Competence to manage daily activities and pursue personal goals;
- Personal power and choice;
- Personal value and recognition by self and others;
- A range of experiences in the physical and social life of their communities; and
- Good relationships with friends and relatives.

## What services are provided in an AFH?

AFH providers and caregivers are required to provide:

- Room and board;
- 24-hour supervision; and
- Assistance with personal care as identified in the resident's CARE assessment.

Each resident must have a Comprehensive Assessment and Reporting Evaluation (CARE) completed by the DDA Case Resource Manager prior to admission. This assessment is done with the person and his/her family or legal representative.

The assessment details the person's support needs and preferences for services, and also determines the level of care and rate for services. This assessment and service plan must be reviewed annually with an in-home, in-person interview by the DDA Case Resource Manager.

In addition, the AFH provider is required to complete a Negotiated Care Plan. This is a personalized care plan developed with the person and the person's family or legal representative. The Negotiated Care Plan includes services and activities negotiated between the person and the provider, such as:

- Assistance with delivery of personal care tasks; and
- Access to community activities, medical appointments, and transportation.

## Who pays for AFH services?

Residents must participate toward the cost of their room and board from their own income. DSHS pays the remainder of the cost based on each person's assessed level of need.

## Who oversees AFH services?

### *DDA provides:*

- Case Management, including an annual in-person CARE assessment.
- Regional Performance and Quality Improvement Specialists visit AFHs to assess the quality of the services and to provide consultation and training.
- A Registered Nurse may visit the AFH to assess the service plan and provide consultation and training to providers and caregivers.

### *RCS provides:*

- Licensing and oversight for all AFHs.
- The licensor makes an unannounced visit to each licensed AFH at least every 18 months.