



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

October 7, 2022

Dear Assisted Living Facility Administrator,

Department of Social and Health Services (DSHS) is reviewing our referral and care planning process and seeking input. It is important that providers have the information they need to make appropriate decisions regarding their ability to meet the care needs of clients receiving Medicaid services who are referred to them.

When sending referrals and developing plans of care for clients, DSHS staff include both a comprehensive CARE Assessment Details and Service Summary for review by the provider. Combined, these documents are considered the DSHS Plan of Care and are intended to give the provider an understanding of the individual's care needs. This foundation of information contained in the client's Plan of Care, coupled with other steps the provider may take (meeting clients, consulting with their Legal Representative, etc.), is intended to empower providers to make a well-informed decision when bringing new clients into their facility.

We are seeking input on how to improve communication around referrals and DSHS care planning, specifically we would like to understand how you use the client's Plan of Care documents and how we can convey the individual's care needs in a way that is useful to you.

We are looking for several Assisted Living Facility Administrators from across the state who have a variety of experience to participate. The time commitment will be about ninety (90) minutes on November 18th, from 1:00 to 2:30 p.m.

The scope of the workgroup is as follows. We will not be discussing Out of Scope items as part of this work.

In Scope	Out of Scope
<ul style="list-style-type: none"><li>• Plan of Care content</li><li>• Plan of Care communication and process</li></ul>	<ul style="list-style-type: none"><li>• Requests for additional funding or FTEs</li><li>• Changes to WAC or RCW</li><li>• New technology outside of current platforms</li><li>• Collective Bargaining Agreement</li><li>• Rate setting</li><li>• Exceptions to Rule</li></ul>

If you are interested in participating, please tell us more about yourself and complete this short form:

## Provider Interest Form

We rely on Assisted Living Facilities as a critical part of our network that allows us to meet the needs of individuals receiving Medicaid supports in Washington State. We appreciate your consideration and hope to hear from you.

Sincerely,

*Saif Hakim*

Saif Hakim, Office Chief  
Developmental Disabilities Administration

DSHS: “*Transforming Lives*”

*Cathy Kinnaman*

Cathy Kinnaman, Director  
Home and Community Services

DSHS: “*Transforming Lives*”