



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
AGING AND LONG-TERM SUPPORT ADMINISTRATION  
*PO Box 45819, Olympia, WA 98504*

December 5, 2018  
**CERTIFIED MAIL**  
7015 0920 0001 8187 3055

Carolyn M Green  
Green's AFH  
1247 Fitz Hugh Dr SE  
Olympia, WA 98513

RE: Green's AFH License #751148

Dear Provider:

The Department completed a full inspection of your Adult Family Home on December 3, 2018 and found that your home does not meet the adult family home licensing requirements listed below.

The Department staff who did the inspection and provided consultation:  
Rathana Duong, AFH Licenser

**Consultation:**

**WAC 388-76-10315 Resident record Required. The adult family home must:**

- (1) Create, maintain, and keep records for residents in the home where the resident lives and ensure that the records:
  - (e) Be protected to prevent loss, alteration or destruction and unauthorized use;
  - (f) Be kept for three years after the resident leaves the home or death of the resident;
  - (g) Be available so that department staff may review them when requested; and

A full re-licensing visit was completed on 11/28/18. Missing from Resident #4's records were the Negotiated Care Plan (NCP) for 2017 and 2016. Provider was unable to locate copies of these NCP, and was educated on the importance of keeping all resident records.

**WAC 388-76-10380 Negotiated care plan Timing of reviews and revisions. The adult family home must ensure that each resident's negotiated care plan is reviewed and revised as follows:**

- (1) After an assessment for a significant change in the resident's physical or mental condition;
- (4) At least every twelve months.

A full re-licensing visit was completed on 11/28/18. Resident #1's Negotiated Care Plan (NCP) had not been updated since 05/10/17. Provider immediately updated the NCP

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and reviewed with Resident #1 and legal guardian.

**You Must:**

- Begin the process of correcting the deficiency or deficiencies immediately; and
- Complete correction as soon as possible.

**You Are Not:**

- Required to submit a plan-of-correction for the deficiency or deficiencies found.

**The Department May:**

- Inspect the home to determine if you have corrected all deficiencies.

**You May:**

- Ask for an informal dispute resolution meeting, according to the attached "Informal Dispute Resolution" instructions; and
- Ask questions and provide written information to help clarify or dispute the deficiencies.

**If You Have Any Questions:**

- Please contact me at (360) 664-8421.

Sincerely,



Chris Cornell, Field Manager  
Region 3, Unit D  
Residential Care Services

Enclosure