STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
AGING AND DISABILITY SERVICES ADMINISTRATION
*PO Box 45600 * Olympia, WA 98504-5600*

December 8, 2011

REGULAR MAIL

Central Kitsap Adult Family Home I, Inc – Licensee
Mary Wilson, Entity Representative
Central Kitsap Adult Family Home I, Inc
240 NW Wildwood Lane
Bremerton, WA 98311

License #751389

STOP PLACEMENT ORDER PROHIBITING ADMISSIONS

Dear Provider:

This letter constitutes formal notice of a stop placement order prohibiting admissions for your adult family home, located at 240 NW Wildwood Lane, Bremerton, Washington, by the State of Washington, Department of Social and Health Services. This action is taken under the authority granted in RCW 70.128.160, chapter 43.20A RCW, WAC 388-76-10940 and WAC 388-76-10960(20).

The stop placement order prohibiting admissions to your adult family home **is effective immediately upon notice to you by this letter.** It is based on violation of WAC 388-76-10025 which provides: "(1) the adult family home must pay an annual fee as required in chapter 70.128 RCW; (2) The home must send an annual fee to the department upon receipt of notice of fee due".

The department sent you an Adult Family Home annual license fee statement sixty days before your license anniversary month. You were informed that the fee was due by the 15th of your anniversary month. As of the date of this letter, you have not paid the required fee.

You **must** pay your annual fee **immediately** by cashier's check or money order. Please use the enclosed statement and blue envelope to submit your payment.

As required by RCW 70.128.160(4), the stop placement order prohibiting admissions will not be postponed pending an administrative hearing or informal dispute resolution process. The stop placement applies to all new admissions, re-admissions, and transfer of residents.

During the stop placement, you may not admit any new resident to your adult family home. In addition, you may not allow any resident who was absent from the home due to a temporary non-out-patient stay (not including out-patient treatment) at a hospital, nursing home or other treatment

center to return during the stop placement unless you obtain advance approval from the department. You may request such approval by contacting Janice Jiles, Field Manager at (253) 983-3826.

Because it may not be possible to reach the Field Manager on a weekend or holiday, any pre-approval requests should be made as soon as possible during the business week. Such exceptions are made at the sole discretion of the department on a case-by-case basis. The department may impose sanctions or take other legal action if you fail to comply with the stop placement order prohibiting admissions.

The department will terminate the stop placement order prohibiting admissions when the violations necessitating the stop placement have been corrected and you exhibit the capacity to maintain adequate care and service.

You may contest the imposition of a stop placement order prohibiting admissions to your home by requesting an administrative hearing. The Office of Administrative Hearings must receive your written request for a hearing within twenty-eight (28) calendar days following your receipt of this letter. A copy of this letter must be included with your request. Send your request to:

Office of Administrative Hearings
PO Box 42489
Olympia, Washington 98504-2489

As provided in WAC 388-76-10990 you may question the deficiencies cited as the basis for this action and/or this enforcement action through the department's informal dispute resolution process. During the informal dispute resolution process you also have the right to present written evidence refuting the deficiencies. To request an informal dispute resolution meeting, send your written request to:

Informal Dispute Resolution Program Manager
Aging and Disability Services Administration
PO Box 45600
Olympia, Washington 98504-5600
Fax (360) 725-3225

The written request should:

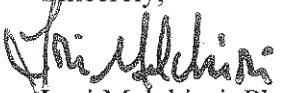
- Explain why you are disputing the deficiencies and/or enforcement action(s); and
- Be sent within10 working days of your receipt of this letter.

A request for informal dispute resolution review will not change the deadline for you to request an administrative hearing. Informal dispute resolution review by the department is not binding in an administrative hearing.

If you have any questions about payment of the annual licensing fee, please contact Deb LaRose at 360-725-2491.

If you have any questions about the stop placement of admissions, please contact Janice Jiles, Field Manager, at (253) 983-3826.

Sincerely,



Lori Melchiori, Ph.D.
Assistant Director
Residential Care Services

Enclosure

cc: RCS Compliance Unit File
Field Manager, 3A
RCS District Administrator, District 3
HCS Regional Administrator, Region 3
DDD Regional Administrator, Region 3
LTC Ombudsman
Area Agency on Aging, AAA – Kitsap
Medicaid Fraud Control Unit
John Ficker, HCS
HQ Central Files