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

September 2, 2016

**CERTIFIED MAIL 7008 1300 0000 7187 4499**

Licensee, Norma and Florante Allarde
Norflor Manor, AFH
c/o 4023 Dover Court SE
Olympia, Washington 98501

Adult Family Home #752060

**STOP PLACEMENT ORDER PROHIBITING ADMISSIONS PENDING COMPLETION OF INVESTIGATION**

Dear Licensee:

This letter is formal notice of a stop placement order prohibiting admissions for your adult family home located at **514 Trailblazer Court SE, Olympia,** by the State of Washington, Department of Social and Health Services, pursuant to the Revised Code of Washington (RCW) 70.128.160 and Washington Administrative Code (WAC) 388-76-10940.

The stop placement order is based on an ongoing complaint investigation initiated on **March 24, 2016** alleging possible violations of **WAC 388-76-10020 – License – Ability to provide care and services.**

The stop placement order prohibiting admissions for your adult family home is effective immediately upon verbal delivery to you on **September 1, 2016,** and confirmed by certified mail receipt of this letter. As provided in RCW 70.128.160(4), WAC 388-76-10990 (7), the effective date of the stop placement will not be postponed pending an administrative hearing or informal dispute resolution review.

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 Chris Cornell, Field Manager.

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.

You may contest the imposition of this stop placement order 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. If you are requesting an **expedited** hearing for a summary suspension, stop placement or conditions on your home within **60 days**, you must provide a statement stating that you wish to have an **expedited** review. **Note:** No other actions qualify for an expedited review hearing. 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 department's 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 this action.

To request an informal dispute resolution meeting, send your written request to:

Informal Dispute Resolution Program Manager
Residential Care Services
PO Box 45600
Olympia, Washington 98504-5600
FAX (360) 725-3225

The written request should:

- Explain why you are disputing the action;
- Indicate the type of dispute resolution process you prefer (direct meeting, telephone conference or documentation review); and
- Be sent within10 working days of your receipt of this notice.

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, please contact Chris Cornell, Field Manager, at (360) 664-8421.

Sincerely,

D Longan-Skinner

for/ Robert Ogolsky
Compliance Specialist
Residential Care Services

cc: Field Manager Region 3, Unit D
RCS Regional Administrator, Region 3
HCS Regional Administrator, Region 3
DDA Regional Administrator, Region 3
LTC Ombudsman
HQ Central Files
dlg