



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

December 9, 2025

PERSONAL DELIVERY AND ELECTRONIC-FACSIMILE

Licensee, Debra Jordan
Madison's Cottage
1506 N Mamer Rd
Spokane Valley, WA 99216

Adult Family Home License # **752950**
Entity Representative: Debra-Jeanette Jordan

**REVOCATION OF LICENSE AND
CONTINUED STOP PLACEMENT OF ADMISSIONS**

Dear Licensee:

On November 24, 2025, the Department of Social and Health Services (DSHS), Residential Care Services completed a follow-up visit at your facility. This letter constitutes formal notice of the revocation of the adult family home license and continued stop placement of admissions for your adult family home, also known as **Madison's Cottage**, located at **1506 N Mamer Rd, Spokane Valley**, by the State of Washington, Department of Social and Health Services. These actions are taken under the authority granted in Revised Code of Washington (RCW) 70.128.160 and 70.128.306, chapter 43.20A RCW, and Washington Administrative Code (WAC) 388-76-10940.

The department imposed conditions on the license that were effective upon verbal notice to you on March 24, 2025, in a notice dated March 25, 2025. These conditions were continued and amended upon verbal notice to you on May 14, 2025, in a notice letter dated May 15, 2025. These conditions were continued and amended again upon personal delivery to you on July 8, 2025, in a notice dated July 8, 2025. These conditions were again continued and amended upon verbal notice to you on September 26, 2025, in a notice dated September 29, 2025. These conditions have not been met by you the provider, there is no opportunity to correct the violations, and the conditions are not formally lifted by the department. These conditions are officially superseded by the revocation of the adult family home license.

The department has determined that the licensee has demonstrated an inability to comply with regulations and has shown limited ability to safely operate the home, placing residents at risk.

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The stop placement of admissions was imposed upon **verbal** notice to you on **May 14, 2025**, in a notice dated May 25, 2025. The stop placement was continued upon **personal delivery** to you on **July 8, 2025**, in a notice dated July 8, 2025. The stop placement was again continued upon **verbal** notice to you on **September 26, 2025**, in a notice dated September 29, 2025. The stop placement is again continued upon **personal delivery** to you on **December 9, 2025**.

The revocation of the adult family home license and continued stop placement of admissions for your adult family home is based on the following violation(s) of the RCW and/or WAC as described in the attached Statement of Deficiencies (SOD) report dated **November 24, 2025**.

WAC 388-76-10191 (1)(a)(b)(3) Liability insurance required.

The licensee failed to maintain professional liability insurance coverage while providing care for four residents. This failure placed the residents at risk of not being covered in case of injury or property damage caused by an act or omission by the home's staff.

This is an uncorrected deficiency previously cited on September 25, 2025, July 2, 2025, May 8, 2025, and March 13, 2025, and a repeated deficiency previously cited on October 27, 2023, September 6, 2023, and July 5, 2023, for subsections (1)(a)(b) only.

NOTE: These are the violations, which resulted in the revocation of license and continued stop placement of admissions; see the attached Statement of Deficiencies for any additional violations.

The revocation and continued stop placement are effective immediately upon **personal delivery** to you on **December 9, 2025**, and electronic facsimile receipt of this letter and Statement of Deficiencies. The continued stop placement of admissions will not be postponed pending an administrative hearing or informal dispute resolution process, as is required by RCW 70.128.160(4). The continued stop placement applies to all new admissions, re-admissions, and transfer of residents.

During the continued 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 continued stop placement unless you obtain advance approval from the department. You may request such approval by contacting Selena Clemons, Field Manager, at (509) 598-0182.

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 continued stop placement order prohibiting admissions.

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Appeal Rights:

You have two appeal rights: Informal Dispute Resolution (IDR) and an Administrative Hearing. Each has a different request timeline.

Informal Dispute Resolution [RCW 70.128]

YOU MAY:

Request an Informal Dispute Resolution (IDR) meeting within **10 working** days after you receive this letter.

Provider Process for Choosing a Panel or Traditional IDR:

You may only choose a **Panel IDR** if you are disputing **three or fewer** citations or enforcement actions. You may choose a **Traditional IDR** regardless of the number of citations or enforcement actions you intend to dispute. If you choose a **Panel IDR**, all documents supporting your dispute must be submitted within **20 working days** after you receive this letter. For **Panel IDRs**, the IDR program will not consider any documents submitted after the **20 working day deadline**. For **Traditional IDR** you should submit documents supporting your dispute at least **seven** days prior to the date of the IDR meeting.

You can make an IDR request and find directions on the IDR web page at:
<http://www.dshs.wa.gov/altsa/idr>.

Formal Administrative Hearing

You may contest the revocation of license and continued stop placement order prohibiting admissions by requesting a formal administrative hearing to challenge the deficiencies, which resulted in the enforcement actions. **All hearing requests must be in writing and include:**

- A copy of this letter; and
- A copy of the Statement of Deficiencies.

The written request must be received within twenty-eight (28) calendar days of receipt of this letter.

Send your **written** request to:

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

If an appeal request is not received by day 28 at the Office of Administrative Hearings, your license to operate is no longer in effect. All residents must be moved out of your home by day 29.

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Prior to, or instead of, requesting a hearing, you have the right under RCW 70.128.060 to voluntarily surrender your license in lieu of revocation. For additional information, please contact your Field Manager.

A provider who receives notification of the department's initiation of revocation may, in lieu of appealing the Department's action, surrender or relinquish the license as authorized by RCW 70.128.060. The Department shall not issue a new license to or contract with the provider, for the purposes of providing care to vulnerable adults or children, for a period of twenty years following the surrendering or relinquishment of the former license.

NOTICE: State and federal law provide protections to defendants who are in military service, and to their dependents. Dependents of a service member are the service member's spouse, the service member's minor child, or an individual for whom the service member provided more than one-half of the individual's support for one hundred eight days immediately preceding an application for relief.

One protection provided is the protection against the entry of a default judgment in certain circumstances. This notice pertains only to a defendant who is a dependent of a member of the National Guard or a military reserve component under a call to active service, or a National Guard member under a call to service authorized by the governor of the state of Washington, for a period of more than thirty consecutive days. Other defendants in military service also have protections against default judgments not covered by this notice. If you are the dependent of a member of the national guard or a military reserve component under a call to active service, or a national guard member under a call to service authorized by the governor of the state of Washington, for a period of more than thirty consecutive days, you should notify the Department in writing of your status as such within twenty days of the receipt of this notice. If you fail to do so, then a court or an administrative tribunal may presume that you are not a dependent of an active duty member of the national guard or reserves, or a national guard member under a call to service authorized by the governor of the state of Washington, and proceed with the entry of an order of default and/or a default judgment without further proof of your status. Your response to the Department about your status does not constitute an appearance for jurisdictional purposes in any pending litigation nor a waiver of your rights.

If you have any questions, please contact Selena Clemons, Field Manager, at (509) 598-0182.

Sincerely,



Alfredo Brown
Compliance Specialist
Residential Care Services

Enclosure

cc: Field Manager, Region 1, Unit E
RCS Regional Administrator, Region 1
HCS Regional Administrator, Region 1
DDA Regional Administrator, Region 1
WA LTC Ombuds
HQ Central Files
DRW
HP