



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
Home and Community Living Administration  
PO Box 45600, Olympia, WA 98504-5600

January 22, 2026

**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

**SUMMARY SUSPENSION, AND  
STOP PLACEMENT ORDER PROHIBITING ADMISSIONS**

Dear Licensee:

On January 12, 2026, 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 summary suspension, and 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 December 2, 2025, in a notice dated December 2, 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 These conditions are officially superseded by the summary suspension of the adult family home license.**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 serious risk. The summary suspension, and the stop placement of admissions are effective immediately upon **personal delivery** on **January 22, 2026**.

The summary suspension, and stop placement order prohibiting admissions for your adult family home is based on the following violation of the RCW and/or WAC as described in the attached Statement of Deficiencies (SOD) report dated **January 12, 2026**.

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**WAC 388-76-10025 (1)(2)(3)(4) License annual fee.**

**The licensee failed to ensure the license fee was paid as required to maintain a valid license. This failure resulted in residents living in an AFH with outstanding license fees.**

**This is an uncorrected deficiency previously cited on November 24, 2025, and a repeated deficiency previously cited on November 7, 2024, January 8, 2024, and December 5, 2023.**

Your license to provide care in your home is suspended and you are no longer authorized to provide care in your adult family home. The department may impose additional sanctions or take other legal action if you continue to provide care in your home. The department's Home and Community Services Division and the Developmental Disabilities Administration will provide information/relocation assistance to residents.

**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>.

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### Formal Administrative Hearing

You may contest the summary suspension, and stop placement order prohibiting admissions by requesting a formal administrative hearing to challenge the deficiency(ies), 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.

**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.

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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