



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

January 22, 2020

Mindy Boone
Emerald Green Adult Family Home LLC
2304 E 5th Avenue
Spokane, WA 99202

**IDR SCHEDULING LETTER
PANEL REVIEW PROCESS**

AFH License #753602

Dear Provider:

This letter confirms your request for an Informal Dispute Resolution (IDR) regarding Statement of Deficiencies (SOD), dated November 27, 2019.

Your IDR panel review is scheduled for:

Date	March 19, 2020 at 12:45
Type of Panel Review	Phone

The phone number to call for your IDR is (360) 407-3826.

Conference ID code: 7147817

Thank you for submitting the request form(s) and relevant supporting documentation. Please keep the following issues in mind:

- **Supporting documentation must be received *within 10 working days of the date you receive your SOD. Documentation that has not been previously submitted will not be accepted at the IDR review.***
- **Only one person is permitted to present your dispute during the IDR.**
- **No more than three people may attend the IDR in person or by phone.**
- **The panel will not consider minor editorial changes. Requests for such changes must be made to RCS field office staff responsible for writing the SOD.**
- **Presentations to the panel will be timed.**

- **The provider will have no more than 15 minutes per citation, with a total of 30 minutes for their presentation. If only one citation is disputed the provider may use all 30 minutes.**
- **RCS staff will have no more than 20 minutes to respond to the provider's dispute.**
- **Panel members will be allotted a brief period to ask questions of both the provider and RCS staff after presentations have concluded.**

You indicated you are disputing the following citation(s):

WAC 388-112A-0400

You indicated the following individuals will join the IDR panel review:

Mindy Boone-Provider/Presenter and AFH Council Member

If you are unable to participate in the scheduled IDR, please submit written notification as soon as possible, but not less than ten (10) **calendar** days prior to the IDR date. Please email notification to RCSIDR@dshs.wa.gov or fax to (360) 725-3225. For any additional scheduling questions, please contact me by phone at (360) 725-3233 or email to kim.friesz@dshs.wa.gov.

Sincerely,

Kim Friesz
Administrative Assistant
Residential Care Services

cc: Field Manager, Region 1 Unit B
State Long Term Care Ombuds
Regional Long Term Care Ombuds
IDR Volunteer Coordinator
IDR File
Central Files