



**STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
Aging and Long-Term Support Administration**

PO Box 45600, Olympia, WA 98504-5600

December 9, 2020  
(email)

Sherise Baltazar  
Proactive Solutions LLC  
Odda Howard-Provider  
1<sup>st</sup> Charleon Adult Family Home LLC  
16621 Stone Ave N  
Shoreline, WA 98133

**IDR SCHEDULING LETTER  
PANEL REVIEW PROCESS**

AFH License #753982

Dear Provider:

This letter confirms your request for an Informal Dispute Resolution (IDR) regarding Statement of Deficiencies (SOD), dated November 2, 2020.

Your IDR panel review is scheduled for:

<b>Date</b>	1-21-2021 at <b>10:15</b>
<b>Type of Panel Review</b>	Desk Review/Document Review

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.***
- **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.**

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

WAC 388-76-10400

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](mailto: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](mailto:kim.friesz@dshs.wa.gov).

Sincerely,

*Kim Friesz*

Kim Friesz  
Administrative Assistant  
Residential Care Services

cc: Field Manager, Region 2 Unit I  
State Long Term Care Ombuds  
Regional Long Term Care Ombuds  
IDR Volunteer Coordinator  
IDR File  
Central Files