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

May 31, 2023

ELECTRONIC-FACSIMILE

Licensee, St. Michaels Adult Family Home LLC
St. Michaels Adult Family Home LLC
6414 S M St
Tacoma, WA 98408

Adult Family Home License #**756376**
Entity Representative: Tolulope Akinmuyisitan

ISSUANCE OF LIMITS ON A LICENSE

This letter is formal notice of the issuance of limits on the license for your adult family home, located at **6414 S M St, Tacoma**, by the State of Washington, Department of Social and Health Services. This action is taken under the authority granted in Washington Administrative Code (WAC) 388-76-10970.

The limits on your license are:

- ***The Adult Family Home (AFH) is limited to residents who have been assessed as independent only with evacuation. Residents are required to utilize steps inside the home, and to enter and exit.***

- ***The Notice of Limits on License must be posted, with the adult family home license, in the AFH in a location accessible to residents and visitors.***

These limits are effective on **May 30, 2023**, and remain in effect until lifted by formal Department of Social and Health Services notice.

The licensee must place the adult family home license, and the enclosed Notice of Limits on License, in the adult family home in a visible location in a common use area where residents, resident representatives, visitors, and anyone else can examine them.

Appeal Rights:

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

Informal Dispute Resolution [WAC 388-76-10990]

YOU MAY:

Request an Informal Dispute Resolution (IDR) meeting within **10 working** days after you receive this letter. You **must** use an **IDR Request Form** for **each** citation or enforcement action you plan to dispute. You can find this **revised** form and guidelines on the IDR Adult Family Home web page at: https://www.dshs.wa.gov/altsa/idr.

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.

Send your request and supporting documents to the address below or email to rcsidr@dshs.wa.gov:

Adult Family Home IDR Program
Residential Care Services
PO Box 45600
Olympia, WA 98504-5600

Formal Administrative Hearing

You may contest the issuance of these limits by requesting a formal administrative hearing. **All hearing requests must be in writing and include:**

- A copy of this letter.

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

A request for an 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 concerning the instructions contained in this letter, please contact Lisa Cramer, Field Manager, at (253) 983-3826.

Sincerely,

Rathana Duong
Compliance Specialist
Residential Care Services

Enclosure

cc: Field Manager, Region 3, Unit A
WA LTC Ombuds
Central Files
HP