STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
HOME AND COMMUNITY LIVING ADMINISTRATION
PO Box 99250, Lakewood, WA 98496

This document was prepared by Residential Care Services for the Locator website.

Family First LLC
Family First LLC
4700 Pt Fosdick Dr Ste 317
Gig Harbor, WA 98335

RE: Family First LLC # 752902

Dear Provider:

This document references Compliance Determination 76224 (Completion Date 04/22/2026).

The Department completed a full inspection of your Adult Family Home on 04/22/2026 and found that your home does not meet the Adult Family Home licensing requirements.

The department staff who did the inspection and provided consultation:

Gary Fuentebella, Licensor

A licensor may consult with a provider when a violation of the Washington Administrative Code (WAC) or Revised Code of Washington (RCW) is found, but it is not cited in the Statement of Deficiencies. Violations may not be cited when it is a first-time violation of statute or rule with minimal or no harm to residents. A consult does not require a follow-up visit.

Consultation:

WAC 388-76-10198 Adult family home Personnel records. The adult family home must keep documents related to staff in a place readily accessible to authorized department staff. These documents must be available during the staff's employment, and for at least two years following employment. The documents must include but are not limited to:

(4) Criminal history disclosure and background check results as required.

On 04/21/2026, record review revealed that Former Caregiver F (FCG F) Washington State name and date of birth background check result (dated 10/11/2023) required a character, competency and suitability (CC&S) review but the CC&S document was not readily available for review. On 04/21/2026 at 1:00 PM, during interview the Resident Care Manager (RCM) stated that FCG F's CC&S review document was at the Provider's other Adult Family Home (AFH). On 04/22/2026, the Department received via email from the AFH a copy of FCG F's CC&S review document (dated 10/26/2023) to correct the issue.

WAC 388-76-10315 Resident record Required. The adult family home must:

(1) Create, maintain, and keep records for residents in the home where the resident lives and ensure that the records:

(g) Be available so that department staff may review them when requested; and

On 04/21/2026, record review revealed Resident 3's nurse delegation notes for February 2026 were not readily available for review. On 04/21/2206 at 1:00 PM, during interview the Quality Assurance Training Manager (QATM) stated that they would send a copy of the missing document to the Department for review. On 04/22/2026, the Department received via email from the Adult Family Home (AFH) a copy of Resident 3's nurse delegation notes dated 02/17/2026, to correct the issue.

WAC 388-112A-0118 What documentation is required for completion of each training?

(1) Orientation, safety, basic training including core basic, population specific and the 75-hour certificate, continuing education, nurse delegation core and specialized diabetes training, specialty and expanded specialty training, adult education training, and adult family home administrator training must be documented by a certificate, transcript, or proof of successful completion of training issued by a qualified instructor or qualified training entity that includes:

(c) For continuing education, the department assigned curriculum approval code;

WAC 388-112A-0610 Who in an adult family home is required to complete continuing education training each year, how many hours of continuing education are required, and when must they be completed?

(1) The continuing education training requirements that apply to certain individuals working in adult family homes are described below.

(a) The following long-term care workers must complete 12 hours of continuing education by their birthday each year:

(i) A certified home care aide;

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(iii) A certified nursing assistant, and a person with special education training and an endorsement granted by the Washington state office of superintendent of public instruction, as described in RCW 28A.300.010 ; and

WAC 388-76-10135 Qualifications Caregiver. The adult family home must ensure each caregiver has the following minimum qualifications:

(4) Has completed the training requirements in effect on the date the caregiver was hired, including the requirements applicable to the caregiver under chapter 388-112A WAC;

On 04/21/2026, record review revealed that the Resident Manager (RM) and Caregiver C (CG E) each completed seven (7) hours of Department-approved Continuing Education (CE) training at the time of their birthday. On 04/21/2026 at 1:00 PM, during interview the Resident Care Manager (RCM) stated that the Adult Family Home (AFH) paid for a training entity to conduct CE trainings to their staff. The RCM was not aware that some of the CE training certificates the training entity provided did not have the required Department-approved curriculum codes. On 04/22/2026, the Department received via email from the AFH copies of additional Department-approved CE training certificates (dated 04/21/2026 and 04/22/2026) for both the RM and CG E (five [5] hours for each) to correct the issue.

You Must:

- Begin the process of correcting the deficiency or deficiencies immediately; and
- Complete correction as soon as possible.

You Are Not:

- Required to submit a plan-of-correction for the deficiency or deficiencies found.

The Department May:

- Inspect the home to determine if you have corrected all deficiencies.

You May:

- Ask for a informal dispute resolution meeting, according to the attached 'Informal Dispute Resolution' instructions; and
- Ask questions and provide written information to help clarify or dispute the deficiencies.

- Contact me for clarification of the deficiency or deficiencies found.

If You Have Any Questions:

- Please contact me at (253)208-3090.

Sincerely,

This document was prepared by Residential Care Services for the Locator website.

Rathana Duong, AFH Field Manager
Region 3, Unit A
Residential Care Services

INFORMAL DISPUTE RESOLUTION [RCW 70.128]

You May:
Request an Informal Dispute Resolution (IDR) meeting within 10 working days after the date you receive this letter. You **must** use an **'IDR Request Form'** for **each** citation or enforcement you plan to dispute. You can make an IDR request and find directions on the IDR web page at: https://www.dshs.wa.gov/altsa/idr

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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 the date you receive this letter. For **Panel IDRs** the program will not consider any documents submitted after the **20 working day deadline**. For **Traditional IDRs** you should submit documents supporting your dispute at least **seven** days prior to the date of the IDR meeting.

Send your supporting documents to:

Email: RCSIDR@dshs.wa.gov; or
Fax: (360) 725-3225

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