STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
HOME AND COMMUNITY LIVING ADMINISTRATION
800 NE 136th Ave, Suite 200, Vancouver, WA 98684

Venus B. Sharpe
Woodland Adult Family Home
8201 Spruce St SW
Lakewood, WA 98498

RE: Woodland Adult Family Home License # 755831

Dear Provider:

This letter addresses Compliance Determination(s) 78128 (Completion Date 06/12/2026) and 72344 (Completion Date 04/09/2026).

The Department completed a follow-up inspection of your Adult Family Home on 06/12/2026 and found that you have corrected the violations listed in the Complaint report dated 04/09/2026. Your home is back in compliance as of 05/06/2026 with the cited requirements of the Washington Administrative Code or the Revised Code of Washington or both.

The Department found that deficiencies for the following licensing laws and regulations were corrected:
WAC 388-76-10205, WAC 388-76-10530-2

The Department staff who did the on-site verification:
Nadine Shon, Community Complaint Investigator

If you have any questions, please contact me at (253)208-3090.

Sincerely,

Jennifer LeMaster Adult Family Home Field Manager, 3F

For: Rathana Duong, AFH Field Manager
Region 3, Unit F
Residential Care Services

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You are required to be in compliance at all times with all licensing laws and regulations to maintain your Adult Family Home license.

The department completed data collection for an unannounced on-site complaint investigation on 02/04/2026 of:

Woodland Adult Family Home
8201 Spruce St SW
Lakewood, WA 98498

This document references the following complaint number(s): 208299

The following sample was selected for review during the unannounced on-site visit: 3 of 6 current residents and 0 former residents.

The department staff that investigated the Adult Family Home:

Nadine Shon, Community Complaint Investigator

From:
DSHS, Home and Community Living Administration
Residential Care Services, Region 3 , Unit F
800 NE 136th Ave, Suite 200
Vancouver, WA 98684

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As a result of the on-site visit(s), the department found that you are not in compliance with the licensing laws and regulations as stated in the cited deficiencies in the enclosed report.

Jennifer LeMaster
Residential Care Services

04/15/2026
Date

I understand that to maintain an Adult Family Home license, I must be in compliance with all the licensing laws and regulations at all times.

Provider (or Representative)

05/06/2026
Date

WAC 388-76-10205 Medicaid or state funded residents. When the adult family home accepts medicaid or state funded residents, the home must follow the terms and conditions of the department contract and chapter 388-105 WAC.

This requirement was not met as evidenced by:

Based on interviews and record reviews, the adult family home (AFH) failed to ensure a system was in place for 1 of 3 residents (Resident 1 [R1]) to receive supplies covered under the resident's [redacted] per diem rate. This failure resulted in the AFH requesting and receiving supplemental payments from R1's guardian for supplies and caused financial distress for Resident 1's guardian, who lived on a fixed income.

Findings included . . .

Reference: WAC 388-105-0050
Supplementation—General requirements.
(1) Supplementation of the Medicaid daily payment rate is an additional payment requested from a Medicaid recipient or a third-party payer by an adult family home (AFH) contractor or a licensed boarding home contractor with a contract to provide adult residential care (ARC), enhanced adult residential care (EARC), or assisted living (AL) services.
(2) The AFH, ARC, EARC, or AL contractor may not request supplemental payment of a Medicaid recipient's daily rate for services or items that are covered in the daily rate, and the contractor is required to provide:
(a) Under licensing chapters 388-76 or [388-] 78A WAC and chapter 388-110 WAC; and/or
(b) In accordance with his or her contract with the department.

Review of R1's current assessment dated 01/23/2026 showed that R1 was "Total

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Dependence" and incontinent of both bowel and bladder.

During interview on 02/03/2026 at 9:00 AM, Collateral Contact 1 (CC1, department case manager) said R1 was converted from a private pay status to [redacted] on 02/29/2024. CC1 said that during an assessment interview with Collateral Contact 2 (CC2, R1's guardian) on 01/08/2026, CC2 was crying and asked what the costs would be. When CC2 was told there were no costs, CC2 said the AFH was charging them $100/month for incontinence supplies for R1. CC1 said that when they called the AFH provider on 01/09/2026, the provider complained to CC1 that CC2 did not always pay the $100/month for incontinence supplies. CC1 explained to the provider that with a doctor's prescription, [redacted] will pay for those supplies. The provider replied that they had applied for supplies but the request was denied. CC1 said a system to order supplies was not set up for R1 and educated the provider on how to apply for supplies.

During interviews on 03/10/2026 at 10:00 AM and 04/06/2026 at 8:35 AM, CC2 said they did not know when R1 converted to [redacted] but the AFH provider had asked for incontinence supplies or $100 per month to pay for incontinence supplies since R1 was admitted to the AFH in 2020. CC2 said they used to buy incontinence supplies and bring the supplies to the AFH but recently had sent checks by postal service to the AFH provider, because CC2 was no longer able to drive well enough to visit the AFH. CC2 said they did not know they were not responsible for supplying R1's incontinence supplies when R1 was converted to [redacted] until a recent interview with CC1. When CC2 was asked for documentation, they said they did not keep records or receipts of supplies bought in local stores. CC2 said they found a one-time purchase from an on-line order for supplies on 10/29/2024 for $142.32. CC2 said they did have data from their bank account when checks were sent to the AFH provider, the most recent was for $100.00 dated 10/04/2025 and made out to the AFH provider. CC2 said they did not expect compensation from the provider but did not want to be responsible for future expenses for supplies.

Record review showed a negotiated care plan, dated 02/13/2025, signed and dated by CC2, which said all finances and shopping needs were handled by R1's guardian/responsible party. Records showed a Resident Admissions Agreement for a private pay resident, dated [redacted]/2020 and signed by CC2. It said if the resident had an incontinence issue, all supplies are provided by the resident or representative. Records showed a Notice of Rights and Services dated [redacted]/2020 but did not show the document had been reviewed every 24 months with CC2 since R1 was converted to [redacted] in 2024.

During interview on 02/04/2026 at 4:00 PM, the AFH provider stated that they had applied to set up a system for [redacted] payment for R1's incontinence supplies by submitting a prescription from R1's prescriber to a supplier. The provider said that the AFH had two other residents who received delivered supplies from this supplier. The provider said that the request was denied by R1's insurance. The provider said they did not know they could not ask for supplies or money from R1's guardian once R1 was converted to [redacted]. After department staff informed the provider that a citation would be written, the provider then said they did not request money or supplies from

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R1's guardian but were suggestions to the guardian for "gifts" to help with supplies.

I hereby certify that I have reviewed this report and have taken or will take active measures to correct this deficiency. By taking this action, Woodland Adult Family Home is or will be in compliance with this law and / or regulation on (Date) 05/05/2026 .

In addition, I will implement a system to monitor and ensure continued compliance with this requirement.

Provider (or Representative) — Date: 05/06/2026

WAC 388-76-10530 Resident rights Notice of rights and services.

(2) Upon receiving the notice of rights and services at admission and at least every 24 months, the home must ensure the resident and a representative of the home sign and date an acknowledgement stating that the resident has received the notice of rights and services as outlined in this section. The home must retain a signed and dated copy of both the notice of rights and services and the acknowledgement in the resident's record.

This requirement was not met as evidenced by:

Based on interview and record review, the adult family home (AFH) failed to ensure 1 of 3 resident's (Resident 1 [R1]) Notice of Rights and Services was updated every 24 months. This failure resulted in R1's guardian not understanding all of R1's rights or the responsibilities of the facility and contributed to R1's guardian making supplemental payments to the AFH that were not owed.

FIndings included...

Record review showed one of the AFH's current six residents - R1 - had resided in the AFH for more than 24 months. Records showed R1 was admitted to the AFH on [redacted]/2020 but did not show an updated Notice of Rights and Services for November 2022, 2024 or 2026. Records showed R1 was converted to [redacted] from private pay status on 02/29/2024.

Review of R1's current assessment dated 01/23/2026 showed that R1 was "Total Dependence" and incontinent of both bowel and bladder.

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During interview on 02/03/2026 at 9:00 AM, Collateral Contact 1 (CC1, department case manager) said R1 was converted from a private pay status to [redacted] on 02/29/2024. CC1 said that during an assessment interview with Collateral Contact 2 (CC2, R1's guardian) on 01/08/2026, CC2 was crying and asked what the costs would be. When CC2 was told there were no costs, CC2 said the AFH was charging them $100/month for incontinence supplies for R1.

During interviews on 03/10/2026 at 10:00 AM and 04/06/2026 at 8:35 AM, CC2 said they did not know when R1 converted to [redacted] but the AFH provider had asked for incontinence supplies or $100 per month to pay for incontinence supplies since R1 was admitted to the AFH in 2020. CC2 said they used to buy incontinence supplies and bring the supplies to the AFH but recently had sent checks by postal service to the AFH provider, because CC2 was no longer able to drive well enough to visit the AFH. CC2 said they did not know they were not responsible for supplying R1's incontinence supplies when R1 was converted to [redacted] until a recent interview with CC1. CC2 said they did not recall reviewing R1's Rights and Services with the AFH provider and did not have any documentation in their records to show the document was updated.

During interview on 02/04/2026 at 4:00 PM, the AFH provider said they did not know to review the Notice of Rights and Services with residents every 24 months, as they currently did not have any residents who had been in the home for more than 2 years except for R1.

I hereby certify that I have reviewed this report and have taken or will take active measures to correct this deficiency. By taking this action, Woodland Adult Family Home is or will be in compliance with this law and / or regulation on (Date) 05/06/2026 .

In addition, I will implement a system to monitor and ensure continued compliance with this requirement.

Provider (or Representative) — Date: 05/06/2026

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