STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Home and Community Living Administration
PO Box 45600, Olympia, WA 98504-5600

June 17, 2026

CERTIFIED MAIL 9489 0090 0027 6340 7260 95

Licensee, 1018 AFH LLC
Rivercrest Adult Family Home
13013 SE Rivercrest Dr
Vancouver, WA 98683

Adult Family Home License # **756215**
Entity Representative: Jordan Koch

IMPOSITION OF CONDITIONS ON A LICENSE AND STOP PLACEMENT ORDER PROHIBITING ADMISSIONS

Dear Licensee:

On June 3, 2026, the Department of Social and Health Services (DSHS), Residential Care Services completed a complaint investigation at your facility. This letter is formal notice of the imposition of conditions on a license and stop placement order prohibiting admissions on the license of your adult family home, located at **13013 SE Rivercrest Dr, Vancouver**, by the State of Washington, Department of Social and Health Services, pursuant to the Revised Code of Washington (RCW) 70.128.160 and 70.128.306; and Washington Administrative Code (WAC) 388-76-10940.

The conditions on a license and stop placement order prohibiting admissions are based on the following violations of the RCW and/or WAC determined by the department in your adult family home and described in the attached Statement of Deficiencies (SOD) report dated **June 3, 2026**.

Stop Placement Order Prohibiting Admissions

WAC 388-76-10400 (2)(3)(a)(4) Care and services.

The licensee failed to ensure residents received necessary care and services including nursing delegation services and oversight for four residents. This failure resulted in the residents receiving medication administration from caregiving staff that had not received the required nursing oversight or training and placed residents at risk for medication errors.

WAC 388-76-10430 (1)(2)(c)(d) Medication system.

The licensee failed to ensure a system was in place to meet medication needs of residents and keep accurate medication administration records for five residents. This failure resulted in all residents having inaccurate medication logs and receiving medication administration from staff who had not received nurse delegation training and placed all residents at risk for harm.

WAC 388-76-10015 (1)(2)(3) License—Required.

The licensee failed to maintain day-to-day operation of the AFH and promote the health, safety, and well-being for five residents. This failure resulted in all residents living in an AFH without provider oversight.

WAC 388-76-10960 (11) Remedies—Department may impose remedies.

The licensee failed to ensure staff did not falsify medication administration records for four residents. This failure resulted in the residents having falsified medication administration records and placed them at risk for medication errors.

The stop placement order prohibiting admissions to your adult family home is effective immediately upon notice to you by **verbal** to you on **June 16, 2026,** and electronic facsimile receipt of this letter and the attached Statement of Deficiencies report. The stop placement order prohibiting admissions will not be postponed pending an administrative hearing or informal dispute resolution process, as is required by RCW 70.128.160(5). The stop placement applies to all new admissions, re-admissions, and transfer of residents.

During the stop placement, you may not admit any new resident to your adult family home. In addition, you may not allow any resident who was absent from the home due to a temporary non-out-patient stay (not including out-patient treatment) at a hospital, nursing home or other treatment center to return during the stop placement unless you obtain advance approval from the department. You may request such approval by contacting Jennifer LeMaster, Field Manager, at (360) 746-4675.

Because it may not be possible to reach the Field Manager on a weekend or holiday, any pre-approval requests should be made as soon as possible during the business week. Such exceptions are made at the sole discretion of the department on a case-by-case basis. The department may impose sanctions or take other legal action if you fail to comply with the stop placement order prohibiting admissions.

The department will terminate the stop placement order prohibiting admissions when the violations necessitating the stop placement have been corrected and you exhibit the capacity to maintain adequate care and service.

Conditions on License

WAC 388-76-10400 (2)(3)(a)(4) Care and services.

The licensee failed to ensure residents received necessary care and services including nursing delegation services and oversight for four residents. This failure resulted in the residents receiving medication administration from caregiving staff that had not received the required nursing oversight or training and placed residents at risk for medication errors.

WAC 388-76-10430 (1)(2)(c)(d) Medication system.

The licensee failed to ensure a system was in place to meet medication needs of residents and keep accurate medication administration records for five residents. This failure resulted in all residents having inaccurate medication logs and receiving medication administration from staff who had not received nurse delegation training and placed all residents at risk for harm.

WAC 388-76-10015 (1)(2)(3) License—Required.

The licensee failed to maintain day-to-day operation of the AFH and promote the health, safety, and well-being for five residents. This failure resulted in all residents living in an AFH without provider oversight.

WAC 388-76-10315 (1)(a)(b)(c)(d)(i)(ii)(iii)(iv)(e)(f)(g)(2) Resident record—Required.

The licensee failed to ensure resident records were available for four residents. This failure placed the residents at risk for unmet care needs.

WAC 388-76-10198 (1)(2)(a)(b)(c)(d)(3)(4) Adult family home—Personnel records.

The licensee failed to ensure Department staff had access to three staff personnel files. This failure resulted in four residents receiving care from staff whose qualifications and criminal histories could not be determined.

WAC 388-76-10960 (11) Remedies—Department may impose remedies.

The licensee failed to ensure staff did not falsify medication administration records for four residents. This failure resulted in the residents having falsified medication administration records and placed them at risk for medication errors.

The department has determined that the following conditions shall be placed on your adult family home license:

- ***The Adult Family Home (AFH) Provider, at their own expense, must hire a Registered Nurse Consultant (RNC), not currently or previously affiliated with the AFH, and familiar with AFH regulations by 5:00 PM on Friday, June 26, 2026, to assist in the development and implementation of a standard medication system, and assist in ensuring nurse delegation is completed for residents with delegation needs.***

- ***The RNC must assist the AFH Provider in reviewing current medication practices and developing a standard medication system to ensure:***
  - ***Residents receive all medications as required.***
  - ***Medications are only prepared at the time of administration.***
  - ***Medication logs include all prescribed medications and are kept up to date.***
  - ***Medication logs accurately reflect which staff administered medications.***
  - ***Nurse delegated tasks are only performed by trained, qualified staff.***

- ***The RNC must also assist the AFH Provider with ensuring nurse delegation is in place for all residents who require nurse delegated tasks.***

- ***The RNC must ensure all AFH staff, to include the AFH Provider, receive training regarding standard medication administration practices, and requirements for nurse delegation.***

- ***The RNC must assist the AFH Provider in developing a system to ensure resident records and personnel records are completed, maintained, updated as required, and available in the AFH for review.***

- ***The RNC must provide training to the AFH Provider regarding AFH Minimum Requirements as listed in WAC 388-76 to ensure an understanding of their regulatory requirements as the AFH Provider.***

- ***The AFH Provider must provide the RNC with a copy of the Statement of Deficiencies dated June 3, 2026.***

- ***The AFH provider must provide the name and contact information of the RNC to the Department Field Manager upon hire.***

- ***The RNC must be available to the Department to answer questions.***

- ***The RNC must submit evidence of staff training regarding standard medication administration practices, and requirements for nurse delegation to the Department Field Manager by 5:00 PM on Monday, July 20, 2026.***

- ***The AFH provider must post this Notice of Conditions, with the license, in a visible location in a common use area of the AFH, accessible to residents and visitors.***

These conditions are effective upon **verbal** notice to you on **June 16, 2026,** and remain in effect until lifted by formal Department of Social and Health Services notice.

NOTE: These are the violations, which resulted in the conditions on your license and stop placement order prohibiting admissions; see the attached Statement of Deficiencies for any additional violations.

Attestation (Plan of Correction):

Return the enclosed SOD within 10 calendar days with the following:

- The date you have or will have each deficiency corrected;
- A signature and date attesting that you are taking actions to correct and maintain correction for each cited deficiency.

Return the signed and dated SOD to:

Jennifer LeMaster, Field Manager
Region 3, Unit F
6639 Capitol Blvd SW Point Plaza West
Tumwater, WA 98501
Phone: (360) 746-4675 / Fax: (360) 664-8451
rcsregion3email@dshs.wa.gov

Appeal Rights:

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

Informal Dispute Resolution [RCW 70.128]

YOU MAY:

Request an Informal Dispute Resolution (IDR) meeting within **10 working** days after you receive this letter.

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.

You can make an IDR request and find directions on the IDR web page at: http://www.dshs.wa.gov/altsa/idr.

Formal Administrative Hearing

You may contest the conditions and stop placement by requesting a formal administrative hearing to challenge the deficiencies, which resulted in the conditions, and stop placement. **All hearing requests must be in writing and include:**

- A copy of this letter; and
- A copy of the Statement of Deficiencies.

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

NOTICE: State and federal law provide protections to defendants who are in military service, and to their dependents. Dependents of a service member are the service member's spouse, the service member's minor child, or and individual for whom the service member provided more than one-half of the individual's support for one hundred eight days immediately preceding an application for relief.

One protection provided is the protection against the entry of a default judgment in certain circumstances. This notice pertains only to a defendant who is a dependent of a member of the National Guard or a military reserve component under a call to active service, or a National Guard member under a call to service authorized by the governor of the state of Washington, for a period of more than thirty consecutive days. Other defendants in military service also have protections against default judgments not covered by this notice. If you are the dependent of a member of the national guard or a military reserve component under a call to active service, or a national guard member under a call to service authorized by the governor of the state of Washington, for a period of more than thirty consecutive days, you should notify the Department in writing of your status as such within twenty days of the receipt of this notice. If you fail to do so, then a court or an administrative tribunal may presume that you are not a dependent of an active duty member of the national guard or reserves, or a national guard member under a call to service authorized by the governor of the state of Washington, and proceed with the entry of an order of default and/or a default judgment without further proof of your status. Your response to the Department about your status does not constitute an appearance for jurisdictional purposes in any pending litigation nor a waiver of your rights.

If you have any questions, please contact Jennifer LeMaster, Field Manager, at (360) 746-4675.

Sincerely,

Alfredo Brown

Alfredo Brown
Compliance Specialist
Residential Care Services

Enclosure

cc: Field Manager, Region 3, Unit F
RCS Regional Administrator, Region 3
HCS Regional Administrator, Region 3
DDA Regional Administrator, Region 3
WA LTC Ombuds
WA Cares
HQ Central Files
DRW
SN

REQUEST FOR AN ON-SITE REVISIT WITHIN 15 WORKING DAYS

FACILITY: _____

ADDRESS: _____

_____

DATE REQUEST FAXED: _____ DATE MAILED: _____

TO: _____, Field Manager, Region ___ Unit ___

I believe we have corrected the violations that led to my facility/home being placed in stop placement of new admissions. I am requesting an onsite revisit within 15 working days of receipt of this letter to verify that correction(s) is complete.

The following steps have been taken to ensure lasting correction.

1.

2.

3.

4.

5.

6.

7.

_____ _____

Licensee or Designee Signature **Date**