

**WAC 388-835-0120 What steps must be followed when a facility makes a transfer request?** The following steps apply when a facility wants a resident transferred:

(1) The facility must send their request to the department in writing. The request must explain why the relocation is necessary and document that the interdisciplinary team responsible for developing the resident's habilitation plans agrees with the request.

(2) DSHS must approve or deny the request within fifteen working days of receiving it. The department's decision must be based upon:

(a) An on-site visit with the resident; and

(b) A review of the resident's records.

(3) The facility administrator must be informed of the department's decision.

(4) If the facility's request is approved, the department must give the resident and their guardian, next of kin, or responsible party thirty days notice, in writing, of its intent to transfer the resident.

[Statutory Authority: RCW 71A.20.140. WSR 01-10-013, § 388-835-0120, filed 4/20/01, effective 5/21/01.]