



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

January 17, 2025
(Email)

Janaye Birkland
Sherwood Assisted Living
550 W Henderson Rd.
Sequim, WA 98382

TRADITIONAL IDR SCHEDULING LETTER

License #2652

Dear Administrator:

This letter will confirm your request for an Informal Dispute Resolution (IDR) regarding Statement of Deficiencies (SOD) dated December 3, 2024.

Based on your conversation with IDR Program staff, your IDR review meeting is scheduled for:

- **Date and Time** January 23, 2025, at 9:30am
- **Type of Review** Telephone/**Teams**

You can call 1-564-999-2000 conference ID 358 497 006 # or you may join the Teams meeting via computer with the link from your calendar invitation emailed to you on January 17, 2025.

You indicated you are disputing the following citation(s):

WAC 388-78A-2732

You indicated the following individuals will participate and represent your facility in the IDR process:

Janaye Birkland, Sherwood Assisted Living (owned by Oxford Living) Executive Director

Greg Fortier, Oxford Living Area Director

John Sims, Propel Insurance Representative

Steven McGhee, Propel Insurance Representative

Please provide additional documentation specifically related to the citation(s) you are disputing at least one week prior to the scheduled IDR date by emailing them to RCSIDR@dshs.wa.gov (preferred), or by faxing them to (360) 725-3225.

If you have any questions, please contact us at RCSIDR@dshs.wa.gov.

Sincerely,

Laci Traulsen

Laci Traulsen
Program Specialist 2/ Volunteer Coordinator
Informal Dispute Resolution
Residential Care Services

Enclosure

cc: Regional Administrator
Field Manager, Region 3, Unit E
Regional Long-Term Care Ombuds
State Long Term Care Ombuds
Field File
Central Files
IDR File