



**STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES**

March 24, 2025

Office of Financial Management  
[ExemptionRequest@ofm.wa.gov](mailto:ExemptionRequest@ofm.wa.gov)

To Whom It May Concern:

Attached is the reporting log for the Department of Social and Health Services describing all agency approved exceptions from the Governor's Freeze Directive 24-19 for the period from March 6, 2025 through March 19, 2025.

I have reviewed and approved each entry and each worksheet on the spreadsheet.

Sincerely,

A handwritten signature in blue ink, appearing to read "Cheryl E. Strange", is written over a faint, larger blue signature.

Cheryl E. Strange, Acting Secretary

Attachment

### Hiring Freeze Exception Report to OFM

Agency: Department of Social and Health Services  
Program: All  
Agency Director signature: see cover memo

(Do not report a running list, only report new actions since your last report.)

Date Approved	Hire Date keyed into HRMS (Start Date)	SAP Position Number (8 digits)	Position Title	Job Class Code	Job Class Title	Fund Source (e.g. GFS, Traspo, etc.)	Rationale for Approving Exception
2/18/2025	3/16/2025	71075927	Regional Operations Manager	WMS01	WMS01	50% Federal Medicaid & 50% GFS	This position supports the Aging and Long-Term Services, Adult Protective Services division and is crucial to providing leadership needed for staff and clients of DSHS.

# Contracts Freeze Exception Report to OFM

Agency: Department of Social and Health Services  
 Program: All  
 Agency Director signature: see cover memo

(Do not report a running list, only report new actions since your last report.)

Date Approved	Name of Contractor	Brief Description of Services	Term of Contract	Total Cost	Fund Source (e.g. GFS, Transpo, etc.)	Rationale for Approving Exception	DSHS Contract # or RFx#
3/6/2025	Integrated Solutions Group, LLC	Project Management support on the One Washington project.	3/10/2025-6/30/2025	\$90,000	Operating - General Fund State	This contract is necessary for DSHS to plan and implement the Workday system. Because of the size of the agency, additional resources are required to develop the testing and training plans along with documenting business requirements that may require changes to current DSHS systems. DSHS does not have the resources to prepare the needed plans or experience to generate plans that combine all aspects of a system implementation.	2537-61329
3/13/2025	Dorothy Schille	Master Trainer to provide 30-hour Train the Trainer courses to instructors who in-turn teach a 54-hour Adult Family Home (AFH) Administrator Training to potential AFH owners at community colleges throughout Washington	4/1/2025-3/31/2027	\$22,320	Operating - General Fund State	The Adult Family Home (AFH) Administrator training is an Adult Family Home licensing requirement. Without a contracted Master Trainer, the community colleges will not be able to hire the required DSHS approved instructors to deliver the class, and prospective AFH applicants will not be able to be licensed as AFH providers.	2531-61394
3/13/2025	BlueSky Consulting NW	Project management support to add a financial module to ALTA's existing instance of GetCare for the ALTA Area Agencies on Aging.	4/1/2025-11/30/2025	\$134,400	Operating - General Fund State; Federal Funding.	This module will reduce waste, improve accuracy, and increase staff workload capacity by eliminating the use of manual tracking with spreadsheets and emails. Without Blue Sky NW's involvement, there is a significant risk of misalignment between GetCare's implementation and ALTA's operational needs, potentially leading to billing delays, compliance violations, and system adoption failures.	2527-61428
3/17/2025	Multiple	RCW 70.128.160(6) creates an adult family home account that collects money from civil penalties imposed under the chapter when adult family homes do not meet the requirements of this chapter or of Washington Administrative Code (WAC) Chapter 388-76. These funds may be used by the department for promoting the quality of life and care of residents living in adult family homes.	2/1/2025-various	\$365,000 combined cost	Operating - State Fund 274	The goal of these projects is to improve physical, mental, and emotional health, which improves the quality of life and care for residents in adult family homes, and meets the requirements for use of state civil penalty funds.	Multiple
3/17/2025	TBD - RFP	The proposed contract would help people aged 60+ or with dementia of any age to complete their legal and financial planning documents, including Power of Attorneys for finances and health care, health care directives, and dementia directives.	7/1/2025-6/30/2029	\$133,000 per year (\$532,000 planed over four years)	Operating - General Fund State; Federal Funding.	This funding/contract, advocated for by the multi-sector Dementia Action Collaborative as part of the WA State Plan to Address Alzheimer's Disease and Other Dementia, has been in development for several years.	TBD - RFP
3/17/2025	Liberum LLC	Organizational development support for the WaCares Fund team scale-up. This amendment add funds to assist with planning and change management efforts around influxes of new WCF team members joining in 2025 and 2026.	3/17/2025-12/31/2026	\$333,020	Operating - Long-term Services and Support Trust Acct 567	WA Cares will experience exceptionally rapid growth in staff (from roughly 65 to roughly 400 FTE) between now and the launch of benefits in July 2026. To scale our team effectively at this rapid pace, it is imperative that we refine and strengthenonboarding and other organizational development processes. Doing so sets the program up for success and minimizes disruption to program implementation.	2236-45050-03

Goods and Equipment Freeze Exception Report to OFM Agency: Department of Social and Health Services Program: All Agency Director signature: see cover memo (Do not report a running list, only report new actions since your last report.)				
Date Approved	Description of Goods or Equipment	Total Cost	Fund Source (e.g. GFS, Traspo, etc.)	Rationale for Approving Exception
3/6/2025	Child support representation work in Ferry and Stevens Counties.	\$ 25,000.00	Mixed Funding: Total \$25,000 - \$17,000 Federal Funding. - \$8,000 General State Fund.	Ferry County is unable to provide the Economic Services Administration (ESA) Division of Child Support (DCS) representation in Superior Court in 2025. Stevens County has agreed to take on this work for Ferry County, as long as they receive funding. Stevens County is unable to provide this service without compensation. Failure to provide funding could jeopardize Stevens County’s ability to represent DSHS customers in court for child support related matters, delaying access to critically needed child support payments and services.
3/6/2025	Mandatory statewide training for Economic Services Administration (ESA) Division of Child Support (DCS) to maximize customer service and working relationships within the division.	\$ 11,113.20	Mixed Funding: Total \$11,113.20 - \$7,334.71 Federal Funding. - \$3,778.49 General State Fund.	These trainings support priorities around poverty reduction, mental well-being and anti-bias efforts. Verbal De-escalation trainings provide Economic Services Administration (ESA) Division of Child Support (DCS) staff much-needed tools for de-escalating customer related conflict. Further, DCS relies on mandatory supervisor trainings to assist new leaders who may not have previously had any formal leadership training in their careers.
3/7/2025	Purchase and install seating in lunchrooms on 2SW and 1NW to support Office Building Two (OB2) Relocation Project for the consolidation and reconfiguration of moving Aging and Long-Term Support Administration (ALTSA) headquarters into OB2.	\$ 16,350.00	Supplemental Budget Approval. General State Fund. Mixed Funding: Total \$16,350 - \$3,597 Federal Funding. - \$12,753 General State Fund.	The Office Building Two (OB2) Reconfiguration project was fully funded in the Supplemental budget for program 110. State policy directs DSHS to utilize available state building office space. By consolidating programs in OB2. DSHS will be able to relocate the Aging and Long-Term Support Administration (ALTSA) into OB2, reducing our lease obligations by 110,000 square feet. This purchase supports a continuation of services provided by ALTSA to their clients. Without this purchase, the two lunchrooms in the renovated floor areas will not have seating. The project will remain unfinished, we will not be able to complete the renovations required for ALTSA HQ to move into OB2, and ALTSA will not be able to move out of Blake Office Park East.
3/10/2025	Purchase appliances for the renovations ongoing at Office Building Two (OB2) to relocate Aging and Long-Term Support Administration (ALTSA) headquarters into OB2.	\$ 11,400.00	Supplemental Budget Approval. General State Fund. Mixed Funding: Total \$11,400 - \$2,508 Federal Funding. - \$8,892 General State Fund.	The Office Building Two (OB2) Reconfiguration project was fully funded in the Supplemental budget for program 110. State policy directs us to utilize available state building office space. By consolidating programs in OB2, DSHS will be able to relocate the Aging and Long-Term Support Administration (ALTSA) into OB2, reducing our lease obligations by 110,000 square feet. This purchase supports a continuation of services provided by ALTSA to their clients. Without this purchase, the two lunchrooms in the renovated floor areas will not have refrigerators or microwave ovens.

Date Approved	Description of Goods or Equipment	Total Cost	Fund Source (e.g. GFS, Traspo, etc.)	Rationale for Approving Exception
3/13/2025	Purchase Tableau licensing for Behavioral Health Administration (BHA) Western State Hospital (WSH) and Child Study & Treatment Center (CSTC), moving services to the cloud.	\$ 30,191.63	General State Fund	The existing on-premises server is underpowered and unable to keep up with the demands of the data currently stored on it. This purchase will facilitate data-driven decisions and maintain our in compliance with government regulations.
3/17/2025	Purchase and install seating in lunchrooms on 2SW and 1NW. Relocation Project for the consolidation and reconfiguration of Office Building Two (OB2) to relocate Aging and Long-Term Support Administration (ALTSA) headquarters into OB2.	\$ 10,000.00	Supplemental Budget Approval. General State Fund. Mixed Funding: Total \$10,000 - \$3,800 Federal Funding. - \$7,200 General State Fund.	The Office Building Two (OB2) Reconfiguration project was fully funded in the Supplemental budget for program 110. State policy directs us to utilize available state building office space. By consolidating programs in OB2, DSHS will be able to relocate the Aging and Long-Term Support Administration (ALTSA) into OB2, reducing our lease obligations by 110,000 square feet. This purchase supports a continuation of services provided by ALTSA to their clients. Without this purchase, the two lunchrooms in the renovated floor areas will not have seating and the copy rooms will not have bookcases.
3/17/2025	Amend the existing agreements to C&R Software to aquire professional services supporting the updrade to our Debt Manager System (DMS) from an older version. This will require an estimated cost for the professional services of \$146,520, with an additional \$6,300 for FitLogic training.	\$ 152,820.00	General State Fund	The current version of our Debt Manager System (DMS), version 11, has required extended support for ongoing operation, incurring an additional 40% cost over the standard fee. This extended support will expire in October 2025, and to avoid continued high costs we must upgrade to version 13 by October this year. Version 13 introduces significant changes, including an upgraded rules engine (FitLogic), technology and architectural improvements, and hosting infrastructure modifications. We lack the internal resources with the expertise and experience required to successfully execute this upgrade. Attempting to carry out the upgrade without specialized support introduces significant risks, including potential project delays, failure to meet objectives, and the possibility of substantial disruptions to business operations. Such outcomes would not only impact operational efficiency but also create financial strain, further exacerbating costs and extending the timeframe to resolve system issues.

## Travel Freeze Exception Report to OFM

Agency: Department of Social and Health Services

Program: All

Agency Director signature: see cover memo

(Do not report a running list, only report new actions since your last report.)

Date Approved	Position Title	Total Cost	Fund Source (e.g. GFS, Traspo, etc.)	Rationale for Approving Exception
3/10/2025	Sarah Peterson ESA/CSD/ORIA	\$1,838	Refugee Grant - Federal: \$277 TANF Grant - Federal: \$312.21 GF State - 483.92	Only partially funded by GF State dollars
3/18/2025	Rachelle Ames ALTA/HCS	\$3,094	State and Federal funds	Attendance required as part of job duties