



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

April 7, 2025

Office of Financial Management
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 20, 2025 through April 2, 2025.

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

Sincerely,

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, Trasp, etc.)	Rationale for Approving Exception
2/24/2025	3/16/2025	70122862	HCBS PAYMENT INTEGRITY UNIT MANAGER	WMS02	WMS02	50%Fed, 50% GFS	The work of this position and the staff they supervise generates revenue for the department by identifying and establishing overpayments, defending our actions through administrative hearings, and ensuring federal funds are reimbursed to the federal government.
1/23/2025	3/16/2025	71043155	SOCIAL & HEALTH PROGRAM CONSULTANT 4	349H	SHPC4	50%Fed, 50% GFS	This Social & Health Program Consultant 4 (SHPC4) serves as the primary trainer for our Public Benefits Specialist 4 (PBS4) staff. The PBS team is currently functioning at 70% with managing more than 35,000 clients. Since June 2024, the caseload count has increased by up to 1,000 of approved cases. This doesn't account for the applications that were processed and denied for various reasons. Currently, it takes up to 1 1/2 years to fully train a Public Benefits Specialist to be equipped to manage a long-term care caseload. The eligibility for long-term care programs is very complex.
2/14/2025	3/17/2025	71103870	Chief Administrative Officer	B2050	EMS05	GFS	This position reports to the agency's Secretary and is deployed as needed to lead key strategic efforts designed to innovate service delivery, reduce silos or barriers experienced by customers and improve strategic outcomes. They will lead the Reimagine DSHS project, that redesigns the way DSHS is structured to improve service delivery, streamline and simplify access, leverage expertise, and ensure operational excellence while reducing redundancies and silos.
1/30/2025	3/16/2025	71106813	SOCIAL & HEALTH PROGRAM CONSULTANT 4	349H	SHPC4	LTSS Trust Account (No GFS)	The WA Cares is obligated to start serving beneficiaries in 2026. Implementation of this program is a complex, cross-agency project and must ensure all people, processes, and systems are in place by 2026. We must stand up this program on time to serve the 50,000 new WA Cares Fund anticipated applicants, register new providers in 2025, determine beneficiary eligibility, or pay benefits in 2026.

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#
3/21/2025	Washington State Office of Financial Management	Funding for a negotiator for Adult Family Home collective bargaining. This position accomplishes Office of Financial Management's statutory responsibilities under Chapter 184, Laws of 2007 and RCW 41.56.029 and related laws.	7/1/2025-6/30/2027	\$164,000	Operating - General Fund State; Federal Funding.	Without these resources, and interlocal government agreement, the state will not be able to meet its bargaining obligation as outlined in statute. This would result in violation of labor law concerning AFHs and likely lead to legal challenges.	2561-61692
3/27/2025	Washington State Employment Security Department	Process income withholding orders for the Division of Child Support on unemployment compensations benefits for child support.	7/1/2025-6/30/2027	\$46,230	Operating - General Fund State; Federal Funding.	Division of Child Support (DCS) is authorized under CFR 45 302.65(b) to withhold unemployment compensation from individuals with unmet child support obligations. This agreement memorializes the process DCS will send income withholding orders to Employment Security Department (ESD). The statute also provides the right for ESD to be compensated for their costs.	2361-48941-01
3/27/2025	DocuSign	Implement several forms and attestations related to applying for WA Cares and becoming a WA Cares beneficiary.	4/1/2025-3/30/2026	\$117,970.06	Operating - Long-term Services and Support Trust Acct 567	DocuSign will help imbed the solution into the WaCares "BAMS" system and establish the self-service forms that will be used. WaCares estimates the need for 150,000-200,000 documents requiring signature.	TBD
4/1/2025	Kathleen Kershner	Independent Informal Dispute Resolution services for Civil Monetary Penalty Actions.	7/1/2025-6/30/2027	\$40,000	Operating - General Fund State; Federal Funding.	The purpose of this Contract is to provide a dispute resolution process independent of the state survey agency when a nursing home facility is not in agreement with cited deficiency(s) that have led to a Centers for Medicare and Medicaid Services (CMS) imposed penalty. CMS requires the Informal Dispute Resolution Unit to provide an Independent Informal Dispute Resolution review process to Nursing Home providers who have imposition of civil monetary penalties. CFR 42 488.331 and 488.431.	2531-61886
4/1/2025	Emagined Security, Inc.	Application penetration testing services.	4/14/2025-5/30/2025	\$18,000	Operating - General Fund State; Federal Funding.	MyWABenefits is tentatively scheduled to go-live on 6/4/25. This web penetration testing is necessary to identify security vulnerabilities in the system and reduce risk of breaches and attacks.	2521-61631

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
3/19/2025	Installation of fiber optic backbone connections for all Child Studies and Treatment Center (CSTC) buildings.	\$ 53,383.00	General State Fund	The underground conduit work has been completed, and this work is needed to finish a project previously authorized. The overall project eliminates six points of failure in communications for the Child Study and Treatment Center (CSTC) on the Western State Hospital (WSH) campus. The CSTC consists of six buildings. Currently all data for five of those buildings is routed through a single 1GB multi-mode fiber connection, which itself is routed through two additional switches. This means that there are six possible single points of failure if a switch or uninterruptable power supply anywhere along this path were to fail. This purchase is the last step required to eliminate the risk. An outage would disrupt all systems including medication management, nutrition management, and security cameras to name just a few; potentially creating a life safety issue. Also, the recently completed underground conduit installation would amount to a loss if the final steps of the project are not completed.
4/1/2025	This is a lease cycle for Maple Lane computers and laptops for the education building.	\$ 29,018.77	General State Fund	Building 15 is the training center for behavioral health treatment centers and treatment mall for Maple lane campus. This building provides critical services for staff and residents. Without this purchase, staff will not have devices, which will inhibit legally mandated operational work.
4/1/2025	Computer peripherals (monitors, headsets, docking stations, web cams, etc.) for the new computers and laptops being requested for the Maple Lane Education building which supports their training center and treatment mall.	\$ 12,800.00	General State Fund	These peripherals are needed for the new laptops and computers being requested for Building 15, which is the training center and treatment mall at the Maple lane facility. This building provides critical services for staff and residents. Without this purchase, staff will not have devices, which will inhibit legally mandated operational work.
3/19/2025	Using the Department of Enterprise Services (DES) Statewide contract with SHI International to customize and upgrade the GetCare financial module being used by the Aging and Long-Term Support Administration (AL TSA).	\$ 656,850.00	Mixed Funding: Total \$656,851 - \$492,638 Federal Funding. - \$164,213 General State Fund.	The Aging and Long-Term Support Administration (AL TSA) Grants Billing System modernization is critical to sustaining financial operations, ensuring compliance with federal and state regulations, and securing continued funding for essential services. The current system, which processes over 3,000 invoices annually totaling approximately \$900 million, relies on manual workflows and spreadsheets, creating inefficiencies, processing delays, and an increased risk of compliance failures. Without modernization, errors in budgeting, invoicing, and match tracking will continue to require extensive manual corrections, increasing administrative costs, slowing reimbursements, and jeopardizing the timely distribution of funds to Area Agencies on Aging (AAAs) and service providers. The current system does not provide real-time validation, audit tracking, or automated enforcement of compliance rules, making AL TSA highly vulnerable to compliance violations.

Date Approved	Description of Goods or Equipment	Total Cost	Fund Source (e.g. GFS, Trasp, etc.)	Rationale for Approving Exception
3/26/2025	Annual True Up costs from Microsoft for licenses.	\$ 1,713,633.36	This is an agency wide expenditure which includes Federal Funding from multiple administrations.	Washington State Agencies use Microsoft products to support all aspects of the Agencies' work. DSHS must use the Microsoft suite of software to provide services, and to support the DSHS IT infrastructure. Microsoft licenses vary from Server licenses, Developer licenses, and Business Operations licenses. Without this purchase, DSHS would have to remove the True Up licenses already in use by the Administrations amd DSHS would not be able to conduct business and serve our clients across the state.
3/26/2025	48 hour service for EV Charges installed in Bremerton. Reliability as a Service Per-Station Labor subscription for Level 2 charging stations already installed.	\$ 13,200.00	General State Fund to be reimbursed by two DES & Commerce Grants for EVSE installations.	Service level agreement for three Level 2 Blink electric vehicle chargers. This expenditure will be fully refunded by two new grants obtained via Commerce and Department of Enterprise Services (DES). The service level agreement for service is a requirement of the grant. The grants will otherwise expire June 2025.
3/26/2025	Three chargers that will be installed at 3906 172ND ST NE., Arlington, WA as part of an approved grant we were awarded under contract 24-92802-094.	\$ 24,277.08	General State Fund to be reimbursed by two DES & Commerce Grants for EVSE installations.	This expenditure will be fully refunded by two new grants obtained via Department of Commerce and the Department of Enterprise Services (DES). The grants will otherwise expire June 2025.
3/26/2025	Integrate DocuSign into the Salesforce "BAMS" system, streamlining intake and assessment workflows through self-service automation.	\$ 36,828.91	WA Cares Fund / LTSS Trust Account Fund 567 Not General Funds	DocuSign will be imbedded into the Salesforce based "BAMS" system to create streamlined, self-service workflows for intake and assessment processes. This initiative will drive operational efficiency, improve user experience, and ensure secure and compliant processing within the WA Cares Fund administration. This will include eSignature Enterprise Pro for State and Local Government, Enterprise Premier Support, DocuSign Connector – Salesforce, and DocuSign monitor. In the first year of WA Cares operations, we estimate the program will need signatures on 150,000-200,000 documents. Processing all of these signatures manually will increase labor costs and decrease our ability to keep the available staff time focused on program delivery. Without this purchase, we can expect decreased staff availability for conducting assessments and providing customer service, possibly bringing DSHS out of compliance with performance standards required in statute.
3/31/2025	REVISED from previous submission (03/07/2025). Purchase appliances for the renovations at Office Building 2 (OB2) to relocate Aging and Long Term Support Administration (AL TSA) headquarters into OB2.	\$ 13,259.00	Supplemental Budget Approval. General State Fund. Mixed Funding: Total \$13,259 - \$3,712.09 Federal Funding. - \$9,546.48 General State Fund.	This revised request reflects an increase of \$1,859.00 from what was originally submitted (\$11,400) back on 03/07/2025. The Office Building 2 (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 (AL TSA) into OB2, reducing our lease obligations by 110,000 square feet. This purchase supports a continuation of services provided by AL TSA to their clients. Without this purchase, the two lunchrooms in the renovated floor areas will not have refrigerators or microwave ovens; the project will remain unfinished; and we will not be able to complete the renovations required for AL TSA HQ to move into OB2 out of Blake Office Park East.

Date Approved	Description of Goods or Equipment	Total Cost	Fund Source (e.g. GFS, Trasp, etc.)	Rationale for Approving Exception
3/31/2025	Lease of online courses developed by CareAcademy for use in the CareLearn Learning Management System (LMS), which provides continuing education (CE) to long-term care workers in Washington. This is a three-year lease (\$91,379.30 per year) of 79 online courses from CareAcademy that have been approved by DSHS to count as continuing education (CE) for long-term care workers.	\$ 274,138.00	3 Year lease at \$91,379.30 per year. General State Fund	These courses will be uploaded to the CareLearn LMS and made available to eligible long-term care workers throughout the state. CareLearn provides continuing education (CE) at no cost to participants to non-union caregivers who provide direct care to DSHS clients. These caregivers must complete 12 CE hours each year to remain certified. CareLearn is an innovative service that improves the equity, quality, availability, affordability, consistency, and portability of caregiver training across the State.

Travel Freeze Exception Report to OFM

Agency: Department of Social and Health Services

Program: All

Agency Director signature: see cover memo

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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 AL TSA/HCS	\$3,094	GFS - Department Funds	Attendance required as part of job duties
3/31/2025	Jismy Vattakattu AL TSA/HCS	\$1,751	GFS - Department Funds	Attendance required as part of job duties
3/31/2025	Allison Garza AL TSA/HCS	\$1,573.11	GFS - Department Funds	Attendance required as part of job duties
4/1/2025	Dr Wynn Taylor BHA/WSH	\$1,402	GFS - Department Funds	Active recruitment for psychiatrist at WSH Gage Center of Forensic Excellence. The cost of hiring a permanent psychiatrist is approx. 50% that of a contracting psvchiatrist.