HOME AND COMMUNITY LIVING ADMINISTRATION (HCLA)

Alternative Living Provider Application, Certification, and Contracting Checklist

The Resource Manager (RM) supervisor or designee will provide the potential Alternate Living (AL) provider with information. Agency AL providers require additional steps. For individual AL providers, skip to Step 2.	
CHECK IF DONE	Step 1. For Agency AL Provider Requests Only
☐	Send the applicant a New Provider Recruitment Email • Copy the language below into an email that you will send to a potential agency AL provider.
	Hello, Thank you for your interest in becoming an agency Alternative Living (AL) provider. Here is the standard information that we send out to potential agency providers. Please review all information in this email as many of your questions will be answered through information located here. 1. Alternative Living Please use this page to view a video of providers and clients sharing their experience with the AL program. 2. Alternative Living Application Please review the application and make notes of questions you may have. Prior to filling out the application: Review the Alternative Living Supplemental Information worksheet attached to this email. This worksheet is part of the application process for agency AL providers. The worksheet is designed to help a potential agency provider understand the AL program in depth and provider responsibility in more detail. It also outlines the providers' contractual obligations and lists policies and the Washington Administrative Code (WAC) the provider will be required to follow. Answer each question, and provide the documents, policies, and procedures requested in the worksheet to the Developmental Disabilities Community Services (DDCS) division representative working with you along with the application. An application sent in without the attachment and requested responses and documents is considered incomplete. 3. After the DDCS division receives and reviews your information, a DDCS division representative will let you know if: a. Your application is incomplete. You will need to re-apply after gathering the missing information. b. Your application is accepted pending some additional information. c. You will be requested to complete an interview. If you have any questions about the application process, please let me know. Thank you.

Step 2. The following documents are submitted to the DDCS division RM to initiate the AL provider application, certification, and contracting process.	
CHECK IF RECEIVED	APPLICATION DOCUMENTS (REVIEW FOR COMPLETE FORMS)
☐	DDCS Alternative Living Provider Application form, DSHS 10-665 • For Agency AL providers, the AL Supplemental Information Worksheet must be included. This means the required documents requested in the worksheet must also be provided. Use the worksheet as a checklist for these documents.
☐	Letter of Interest
☐	Copy of high school diploma, GED, or other advanced degree
☐	Copy of Washington State business license (Department of Revenue website)
☐	Background check confirmation number and date of birth per Background Check Policy 5.01

	For provider Online background check form and instructions: • https://fortress.wa.gov/dshs/bcs/ • Instructions on filling out form Background Check Requirements for Applicant's brochure, DSHS 22-1850 Video Tutorial If needed Character, Competency and Suitability Review.
☐	Copy of receipt from fingerprint appointment
☐	Copy of Driver's License (individual AL provider applicants)
☐	Proof of automobile insurance coverage (individual AL provider applicants)
☐	W-9 form
☐	Contractor Intake form, DSHS 27-043
☐	Medicaid Provider Disclosure Statement (MPDS) form, DSHS 27-094
☐	Residential Services Providers and County and County-Contracted Providers: Mandatory Reporting of Abuse, Neglect, Exploitation, or Abandonment of a Child or Vulnerable Adult form, DSHS 10-403
☐	Signed up for GovDelivery
☐	Any trainings completed by applicant that can be applied toward AL program requirements
The following steps are taken once application documents are received and reviewed for completion.	
STEPS	CERTIFICATION AND CONTRACTING PROCESS When application documents are received, training, certification, and contracting process begins. All three are interconnected and worked-on at the same time.
☐	Schedule an interview with the Agency AL applicant (not required for individual AL providers). At minimum, the interview should consist of: 1. The Resource Manager 2. The Resource Manager Administrator or Resource Manager Supervisor An interview is scheduled after: 1. All forms and documents are received by the DDCS division from the above section. 2. The documents have been reviewed by the DDCS division representative for completion. This includes the applicants' policies and procedures requested in the Alternative Living Supplemental Information worksheet. 3. The information received from the applicant shows the applicant understands AL Program intent and they have met or have demonstrated the ability to meet agency AL requirements of having two staff (one of which could be the applicant) that can provide residential habilitation services. The interview is used to follow up on information received on the application, and accompanying documents.
☐	**Explain the basics of the certification process to the applicant (preliminary, initial, and ongoing).** • Make sure provider is aware of Certified Providers Chapter 388-825A WAC. • Discuss orderly record keeping, types of records to keep, why records need to be kept, how long to keep records, and when records may be requested. • Review WAC 388-829A-170 What client records must an AL provider maintains. • Review WAC 388-829A-175 What provider records must the provider maintain.
☐	**Review training needs with the applicant and assist the applicant to *sign up* for training.** Training must begin **after** the preliminary certification letter is issued to the applicant to pay them for training.

	Explain training requirements to the applicant and assist the applicant to sign up for training. Sign up dates should be after anticipated preliminary certification date. The applicant may choose to begin training earlier, with the understanding they will not receive payment for training started prior to preliminary certification. The applicant may choose to complete training sooner.
	
	Training requirements for all applicants (75 hours):
	• 5-hours Orientation and Safety
	• 40-hours DDA Basic Training
	• 30-hours Population Specific Training
	
	Refer to headquarters AL SharePoint site for links to various training resources.
	• Have the applicant sign up for First Aid / CPR Training (6-hours)
	• Have the applicant sign up for Bloodborne Pathogens Training (or included in 40 Hr. Basic Training)
	  ○ Blood-borne pathogen requirements can be taken separately as long as they meet WAC 296-823-12005 requirements.
	• Give the applicant link to the On-Line Orientation and Safety Training (5-hours)
	• Schedule the Alternative Living Orientation 6 Hour Population Specific Training
	• Assist the applicant to sign up for the 40-Hour Basic Training
	• Assist the applicant to sign up for remaining Population Specific Training
	
	(First Aid, CPR, and Alternative Living Orientation are part of the 30-hours of Population-Specific training. The remaining 18-hours of Population-Specific training must be completed within 120-days of date of hire).
	
	For Agency AL providers only:
	• The RM may assist the agency AL applicant to complete initial training using the same process as individual AL providers.
	• Agency AL providers are responsible for training their staff, and additional staff will be trained by the agency. The exception is the agency trainer completes the Alternative Living Orientation Train the Trainer course with the RM.
	• Review WAC 388-829-0055 with the provider on who may provide training using approved DDCS division curriculum.
	• The administrator and agency AL trainer (if applicable) can become a DDCS division approved trainer for the Alternative Living Orientation 6 Hr. Population Specific Training and will utilize a DDCS division provided curriculum to train the agencies direct support professional's (DSP).
	
	Note: Agency AL providers are reimbursed for the cost of the trainer to attend the Alternative Living Orientation Train the Trainer course and the 40-Hr DDA Residential Service Curriculum Train the Trainer.
	  • Use code SA534, U1 to reimburse for the Alternative Living Orientation Train the Trainer course.
	  • Follow Policy 6.02 to reimburse for the 40-hr DDA Residential Service Curriculum Train the Trainer.

☐	**Enter Contracting information in ACD and create draft.** Contract in draft status will show as "pending." The following documents are needed to draft a contract: • Contractor Intake form • Medicaid Provider Disclosure Statement • W-9 • Business License • Background Check authorization (CC and S Review, if needed).
☐	**Request Preliminary Certification Letter for provider.** When the contract is in "pending" status, use the following link: HCLA Certification Request. Before submitting the request, the RM must confirm the applicant has met minimum requirements: 1. Meets all requirements under WAC 388-829A-050 2. Meet all requirements under WAC 388-825A-0030 In addition, for agency AL applicants:

	1. The applicant has provided all necessary documents, including agency policy and procedures as part of the application process. Review for: • An internal review process for completed DSHS 10-269, Alternative Living Plan and Provider Progress Report forms, to meet AL Policy Requirements. • A monthly internal service verification and attendance review process. • Outstanding Agency AL Application Supplemental Information documentation has been received. 2. The interview has been completed. 3. Any other outstanding questions, or missing information have been addressed.
☐	**Provider Training** After the RM receives confirmation that the preliminary certification letter is issued, the applicant can begin training. 1. Track provider progress on minimum training requirements for contracting: • On-Line Orientation and Safety Training Certificate • Bloodborne Pathogens Training Certificate (The provider may choose to complete the 40 hour Basic Training vs completing a stand-alone Bloodborne Pathogens training.) • First Aid Training and CPR Training Certificate 2. Meet with the applicant to complete the Alternative Living Orientation 6 Hour Population Specific Training. Agency AL providers: Before assuming duties, the agency AL provider must comply with all required training under chapter 388-829 WAC and 388-829A WAC and ensure direct support professionals, or agency staff supervising direct support professionals who provide direct services to a client, have complied with training requirements under chapter 388-829 WAC and 388-829A WAC. • DDCS division staff will meet with an agency AL provider designated trainer to complete the population specific Alternative Living Orientation 6-hours Train the Trainer class. • The RM issues an Alternative Living Orientation Train the Trainer certificate to the agency's designated trainer. The RM gives the trainer the current agency version of the Alternative Living Orientation 6-hour Population Specific curriculum. If working with an existing Supported Living agency provider, or other existing DDCS division provider, the administrator and supervising staff may have most of the training. They would still need to complete the Alternative Living Orientation 6-hour Population Specific training before assuming duties.
☐	**Check Provider Policies / Processes** • Grievance Policy Agency AL providers: This was addressed above prior to requesting preliminary certification.
☐	**Move "pending" contract into "approved" status.** After RM receives confirmation that the preliminary certification letter is issued, minimal training has been completed and applicant has a Grievance Policy (and additional policies and procedures for agency AL), email designated contract approver (Regional Operations Manager (ROM), Supervisor, etc.) for approval of pending contract in ACD. Once approved, status will show "approved" in ACD.
☐	**Complete Contract Risk Assessment and Monitoring Plan (RAMP).** • The Contract Manager (who is the RM) completes the RAMP. • The RAMP must be completed and in the contract file before the contract is signed. More on RAMPs can be found in DDA Management Bulletin D14-012 – Procedure
☐	**Execute the contract - moving it from "approved" to "signed" status.** After RM receives confirmation that preliminary certification letter is issued, minimum training is complete, the provider has a Grievance Policy, and a RAMP is in the contract file: open the approved contact document in ACD and e-mail the pdf version to applicant for signature. The applicant must sign: • The front page of the contract at the bottom. Electronic and digital signatures are fine.

☐	After the applicant signs the contract, e-mail the contract approver for DSHS counter signature on: • The front page of the contract. The contract approver will then go into ACD and enter the signatures electronically, moving the contract from "approved" to "signed" status.
☐	Check ACD for "signed" status and distribute the executed and signed copy to the provider. Place a copy in the provider contract file.
☐	**Explain basics of ProviderOne, OneHealthPort, Billing, and Payment.** Review the Service Verification and Attendance Record form, DSHS 10-104B with provider. 1. AL providers are 1099 Social Services Providers 2. Once the provider's contract is in "approved" status, a ProviderOne ID number is assigned for new providers. HCA is triggered to send communication to provider about steps to access ProviderOne. The provider needs to watch for mail and emails on how to set up ProviderOne access. This is a multi-step process. 3. ProviderOne offers Electronic Funds Transfer (EFT) payments. 4. ProviderOne pays on Fridays. Claims must be submitted by Tuesday at 5 p.m. Make sure the provider has the following resources: • ProviderOne for social services | Washington State Health Care Authority • ProviderOne Billing and Resource Guide
Steps to take within 120 days of date of hire.	
☐	1. Collect the remainder of initial training certificates • 40-Hour Basic Training • 18-Hour for Population Specific Training 2. Pay the provider for training Individual AL providers: When the provider meets the full 75-hour training requirement, the RM authorizes payment for training up to 75-hours. The RM does not reimburse the provider for applicable training completed prior to preliminary certification. • If the provider is working with a client, authorize payment under that client's name (Code SA534-U1). • If the provider does not have a client by the time 75-hours of training is completed, authorize payment under the provider. • Transportation (S0215, U2) is only paid to the provider in conjunction with client services per the PCSP and is authorized by the CM. Agency AL providers: • The RM will follow Exhibit C of the Agency AL provider contract to reimburse provider for training.
Follow Up	
☐	A DDCS division contracted evaluator will coordinate with the RM and schedule on-site certification evaluation. Within 90 days of the provider beginning work with a client, the RM will assess provider record-keeping and assist as needed. The RM will provide technical assistance to the provider if needed on AL Policy, WACs, or forms.