Alternative Living Services Overview

8/05/2020

- 1. What are Alternative Living (AL) services?
- AL services help individuals acquire skills necessary to live independently
- Services are offered in integrated settings
- Providers are contracted and can provide services for multiple clients
- Supports may include training to establish a residence, home living, community living, health and safety, social activities, protection and advocacy, and more as needed
- Clients may receive up to 40 hours per month
 - o An exception to rule (ETR) may be requested for additional hours
 - o A client may also be eligible to receive Community First Choice (CFC) services in addition to AL services
- Client Eligibility:
 - o DDA enrolled
 - o 18 years of age or older
 - o Core waiver
 - o Assessed as needing residential habilitation services to meet their needs
 - o Living outside their parent's home or transitioning to their own home within six months
 - o Able to pay for daily living expenses
- 2. Resources:
 - a. The AL Fact Sheet
 - b. AL WACs are <u>388-829A</u>
 - c. AL Services Policy 4.09
 - d. The 2020 AL contract for year 2020 is attached here:



Individual Alternative Living Services 1780

- 3. What additional Policies or other documents must an AL provider review and follow?
 - a. Policy 5.14 Positive Behavior Support
 - b. Policy 5.15 Use of Restrictive Procedures
 - c. Policy 5.17 Physical Intervention Techniques
 - d. Policy 6.11 Residential Allowance Requests
 - e. Policy 6.12 Incident Management and Reporting Requirements
 - f. DDA Guiding Values
- 4. What paperwork does an AL provider maintain on a regular basis?
 - a. An AL provider has routine forms they are required to use and submit to the DDA CRM on a regular basis. Some common forms can be found here:

- i. AL Service Plan and Provider Report Form DSHS 10-269
- ii. <u>Alternative Living Services Plan and Provider Progress Report Supplement</u> to DSHS Form 10-269 Form DSHS 10-269A
- iii. Service Verification and Attendance Record Form DSHS 10-104B
- iv. Companion Home and Alternative Living Services Incident Report Form DSHS 15-512
- v. Alternative Living Financial Report Form DSHS 23-034
- 5. What are the training requirements for AL providers?
 - a. Individuals must have a high school diploma or GED to obtain an Alternative Living provider contract.
 - b. Five hours of Safety and Orientation training (must be completed prior to working directly with a client).
 - c. Forty hours of Residential Services curriculum (includes blood-borne pathogens training)
 - d. Thirty hours of additional topics related to the AL program and population specific topics and can include CPR and First Aid

(Note: a newly contracted provider who does not have current CPR and First Aid certification upon hire must complete it within 60 days of hire)

- e. Training listed above must be completed within 120 days of hire date
- f. AL providers are required to complete 12 hours of DDA-approved continuing education training each calendar year.
- g. AL providers will be reimbursed for their training time at their current rate of pay.
- 6. How are AL services regulated?
 - a. DDA contracts with certification evaluators who complete a yearly evaluation review of AL services provided by the provider.
 - b. The AL provider needs to keep organized provider and client records per WAC, Policy and Contract requirements as these records will be reviewed annually.
 - c. The AL provider will be evaluated using the following tool in addition to client interviews: Alternative Living Certification Evaluation Form DSHS 15-388
- 7. How is an AL provider paid?
 - a. An AL provider is paid a contracted, hourly rate. Client service hours can change, but the rate stays the same for all clients. All AL providers are paid at the same hourly rate and the rate is non-negotiable.
 - b. The AL service payment code is SA724 Alternative Living Services. The current rate is found under the "DDA Services" tab in the Developmental Disability Rates table.
 - c. When authorized by the CRM, the AL provider will be reimbursed mileage when providing transportation for the client as part of the AL plan. Mileage is reimbursed at 0.58 cents per mile for 2020.
- 8. Where does an AL provider go to claim payment?
 - a. Because AL providers are not Individual providers, but a business, they will use the ProviderOne system to claim payment.

- 9. Where can an AL provider get more information on the ProviderOne system? The provider can:
 - a. Visit the <u>ProviderOne Internet</u> particularly the <u>ProviderOne for social services</u> <u>page</u>
 - b. Call ProviderOne to receive help in submitting claim: Technical Support: Health Care Authority (HCA) contact: 800-562-3022 press 5 then 1, or by submitting an online Social Service Provider online web form
 - c. Contact the authorizing DDA CRM if the rate is different in ProviderOne than expected
 - d. Visit the <u>ProviderOne Billing and Resource Guide</u>
 - e. Read the DDA FAQ Contracts page