Instructional Guide to the ITA Process and Request Form

*This is for ITA from the DDA contracts with WISE or Service Alternatives*

**Summary:** Individualized Technical Assistance (ITA) requests from Developmental Disabilities Administration’s (DDA) contracts with WISE or Service Alternatives all require prior approval from DDA before the start of service. The ITA request forms are filled out by the county staff seeking ITA funding for an individual, or individuals, stuck on their pathway to competitive employment or community integration.

**Process:** When a need for ITA is identified, the appropriate county should reach out to either Service Alternatives or WISE to discuss the details of the request. Does the agency (WISE or Service Alternatives) have a consultant with the expertise needed in this case? What is the estimated time it will take to deliver this ITA? What is the estimated cost? What is the final product or expected outcome when the ITA is complete (person-centered plan, communication strategy sheet, benefits analysis, etc.)? Once the county has decided on the ITA agency and ITA consultant and worked through the details of the service, cost, and final product – the ITA request form should be completed and routed to your Regional Employment Specialist. The Regional Employment Specialist will review for content and completeness and then, forward to Megan Burr and cc Branda Matson at DDA Headquarters.

**Instructions on filling out the ITA request form:**

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| **County making request:** | Please type the name of the county making the ITA request. | **Contact person:** | Please type the name of the individual to contact at the county indicated above. |
| **Contact info, phone and email:** | Please type the phone number and email of the contact person at the county indicated above. | **ITA agency:** | Please type the name of the ITA agency you are working with; Service Alternatives or WISE. |
| **Provider agency:** | Please type the name of the agency that is providing employment or day services to the individual who will receive the ITA. | **ITA recipient(s) and their current employment/day service:** | Please type the name(s) of the individual(s) that will receive the ITA. Additionally, please type the employment or day service they are currently receiving.  |
| **What is the ITA being requested:** | Please select the ITA being requested from the provided list or provide detail of the ITA in the other category. If the ITA covers more than one of the areas listed, please select multiple boxes. | **Consultant name:** | Please type the name of the subject matter expert that is directly providing the ITA. |
| **Consultant contact info, phone, email, website:**  | Please type all available contact info for the consultant providing the ITA as indicated above. | **Why this particular consultant:** | Please provide insight into why this consultant was selected:Were they recommended by the ITA agency? Did the ITA recipient and/or their support team request this consultant? Did the provider request this consultant? Were they the only available consultant with certain expertise?  |
| **The final ITA product:** | Please describe what the final product will be when the ITA has been completed:Will there be a written plan for communication, behavior, person-centered approached? Will there be a benefits analysis? | **What is the ITA cost and explain the calculated cost:** | Please type the cost and provide detail: is this an hourly rate, does it include travel and other expenses, are there additional fees? |
| **Additional Comments:** | Please type any additional detail you believe would be pertinent for DDA to understand in order to approve the ITA. | **DDA use:** | This section will be completed by DDA staff. |

**Contact Info:** Once the request form is complete, please email the form to your Regional Employment Specialist as well as Megan Burr and Branda Matson at DDA Headquarters. If you have any questions about the form or process, please contact Megan Burr.

For specific questions on ITA consultants, please contact WISE or Service Alternatives.

Phone and contact info can be found below.

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