

Contract Code: 1786XP-12 Staff/Family Training and Consultation

Statement of Work.

The Contractor shall provide the services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

- a. Consultation and training for families, direct staff, or personal care providers to meet the specific needs of the waiver participant as outlined in the individual's plan of care, including
 - (1) Health and medication monitoring.
 - (2) Positioning and transfer.
 - (3) Basic and advanced instructional techniques.
 - (4) Positive behavior support. and
 - (5) Augmentative communication systems.

- b. Coordinate with client, family, staff or caregiver to:
 - (1) Perform an assessment of need.
 - (2) Develop a Training Plan.
 - (3) Provide individual training services.
 - (4) Provide group training services. and/or
 - (5) Provide consultation.

- c. Maintain the following records:
 - (1) Service authorization forms.
 - (2) Record of all specific dates and times of all services provided. and
 - (3) Written report of any unusual incidents.

Reports.

The Contractor shall:

- a. Provide to DSHS reports, at regular intervals, using agreed-upon criteria of progress in implementing services, or progress toward outcomes.

- b. Submit a written assessment and evaluation to the client's DDD case or resource manager within thirty (30) calendar days of completion of the assessment and evaluation unless instructed otherwise in writing by DSHS. Such report shall include at least the following:
 - (1) The assessment and evaluation process used.
 - (2) A summary of presenting problems.
 - (3) Recommendations for treatment or therapy if indicated. and
 - (4) Other information as requested by the DDD case or resource manager.

- c. Submit a written therapeutic plan to the client's DDD case or resource manager before the commencement of individual or group therapy or behavior management services. The proposed therapeutic plan shall include at least the following:
 - (1) Specific time limited goals and objectives based on assessment data. and
 - (2) Specific therapeutic services proposed including frequency and duration of services and methods to be used.

d. Submit a progress report to the DDD case or resource manager as requested including at least the following:

- (1) Specific dates of service.
- (2) The names of persons present.
- (3) Progress on goals and objectives in measurable terms.
- (4) The types of therapeutic services provided.
- (5) The total number of hours of service provided. and
- (6) Recommended changes, if any, in the therapeutic plan.

e. Maintain an ongoing, updated professional record of a client's treatment process.

f. Submit a written report of any unusual incidents to the DDD case or resource manager within seventy-two (72) hours.