**DDA COVID-19 Billable Activities Guidance Effective 1/01/2021**

The intention of this document is to provide guidance on what activities are acceptable to bill under COVID-19 billing starting January 1, 2021. Billable activities are only available for staff who are providing direct services or if a manager temporarily takes over providing direct services for an extended period of time. These are planned and structured activities for the purpose of enhancing the knowledge and skills of staff providing direct services in supported employment or community inclusion. These activities are time-limited until further notice.

| **BARS** | **COVID-19 Billable Activities** | **COVID-19 billable activity examples** | **Examples that are not billable for COVID-19** | **Questions to ask yourself?** | **Recommended documentation** |
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| **31** | **Trainings** | State and County approved trainings that increase the skillset in providing supported employment or community inclusion services. Training activities must benefit staff providing direct services and support improving client outcomes.  Examples: Washington Initiative for Supported Employment (WISE), TASH, Association of People Supporting Employment (APSE) trainings. | Trainings that are not approved by the State or County or are not associated with supported employment or community inclusion. Training activities not related to client services.  Examples: Training unrelated to the services the staff provides and agency required trainings not related to employment or community inclusion services. | Does this training enhance the delivery of supported employment or community inclusion services and generally benefit client’s engagement with the service?  Is this training provided by WISE, TASH, or APSE? Is it mandatory training required in [DDA Policy 6.13](https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy6.13.pdf)? | Training certificates, descriptions, attendance sheets. |
| **31** | **Professional Development Activities** | Professional development activities must increase the skillset in providing employment or community inclusion services.  Examples: Learn, practice and apply skills from trainings such as participating in a Community of Practice. | Professional development activities that are not related to enhancing employment or community inclusion services  Examples: General staff meetings, COVID-19 billing discussions, completing surveys, general administrative work. | Does this professional development activity enhance the delivery of supported employment or community inclusion services and generally benefit client’s engagement with the service? | Professional development activity descriptions, certificates, official meeting minutes, attendance sheets. |
| **­­41** | **Agency Quality Assurance and Improvement Activities** | Quality assurance/improvement activities to prepare for county monitoring. A set number of hours may be granted by the county for monitoring preparation – this will be individually negotiated between the agency and county prior to billing. | Typical administrative activities  General file maintenance. County monitoring activity preparation by administrative staff. | Does this activity provide needed evidence to meet county requirements? | Monitoring checklist, notes, report |

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| **Not Billable:** Administrative tasks such as onboarding employees, training on internal policies and procedures, general staff meetings, filling out surveys, updating case notes, agency planning activities, and reading books/book clubs. |