

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: COMMUNITY GUIDE AND POLICY 4.14
COMMUNITY ENGAGEMENT SERVICES

Authority: [Chapter 388-825 WAC](#) *Developmental Disabilities Administration Service Rules*
[Chapter 388-845 WAC](#) *DDA Home and Community Based Services Waiver*

Reference: [DDA Policy 4.13](#), *Individual and Family Services Waiver*
[DDA Policy 5.19](#), *Positive Behavior Support for Children and Youth*
[DDA Policy 5.20](#), *Restrictive Procedures and Physical Interventions for Children and Youth*

BACKGROUND

In June 2015, the Developmental Disabilities Administration (DDA) implemented the Individual and Family Services (IFS) Waiver Program, a federal 1915(c) Home and Community Based Services Waiver. The Waiver serves adults and children age three (3) or older with developmental disabilities, served under the Administration, living in the family home with at least one (1) other family member. The intent of the IFS Waiver program is to provide support and services to the family, centered on the needs of the client and the family.

The DDA Preadmission Screening and Resident Review (PASRR) Program is a federal requirement for people with intellectual disabilities or related conditions (ID/RC) who have been referred for nursing facility care. The purpose of PASRR is to identify individuals with ID/RC, assure that they are placed appropriately, and assure that they receive any specialized services for ID/RC they may need while in nursing facility care.

A new service, Community Engagement, was developed specifically under the IFS Waiver. This is a different service than the existing Community Guide service available under the Basic Plus Waiver and Core Waiver. Community Engagement is also available as a PASRR Specialized Service.

PURPOSE

This policy describes the Administration's description and limitations regarding the delivery of Community Engagement under the IFS Waiver or PASRR and Community Guide under the Basic Plus Waiver, Core Waiver, or PASRR.

SCOPE

This policy applies to all providers of community guide and engagement services contracted with DDA. The services are available to clients who receive DDA funded services through the IFS, Basic Plus, and Core Home and Community Based Services Waivers and PASRR.

DEFINITIONS

Community Engagement Services are one-on-one services designed to increase a client's connection to and engagement in formal and informal community networks and supports. Services are designed to develop creative, flexible, and supportive community resources and supports for individuals with developmental disabilities that result in positive relationships, valued community roles, and involvement in preferred community activities, organizations, groups, or projects. Clients are introduced to the community members, organizations, resources, and supports that are available in their area. Clients are supported to develop skills, meaningful roles, and positive relationships that will facilitate inclusion into their community. This service helps to connect clients to generic resources and organizations in their community, and once connected, supports clients to participate, interact, and be included in the community. This service is available in the IFS Waiver and PASRR.

Community Guide Services means an increase in access to informal and generic community supports resulting in services that are short-term and designed to develop creative, flexible, sustainable, and supportive community resources for individuals with developmental disabilities. This service is available in the Basic Plus and Core Waivers and PASRR.

POLICY

A. Services shall be provided in community settings that are used by all community members.

1. **Integrated Settings**

IFS Waiver services and PASRR Community Engagement shall be provided in settings having the following qualities. The setting shall:

a. Be integrated in and support full access to the greater community;

- b. Be selected by the individual from among setting options, including non-disability specific settings;
- c. Ensure individual rights of privacy, dignity and respect, and freedom from coercion and restraint;
- d. Optimize autonomy and independence in making life choices; and
- e. Facilitate choice regarding services and who provides them.

2. **Person-Centered Services**

All services provided on the IFS waiver and PASRR shall be consistent with the needs and goals outlined in each client's Person-Centered Service Plan/Individual Support Plan.

B. Differentiating between Community Guide and Community Engagement:

1. Community Guide encompasses short-term and time limited services with the intention of connecting an individual to community resources and activities with minimal coaching. This is a resource, finding a local community service and connecting service. An example of this is a provider assisting a client who has moved to a new area. Community Guide services could include the provider assisting a client to find an apartment, based on their specific needs and choices, assisting with a lease agreement, finding furniture, setting up utilities and communicating with the landlord, and helping the client find local groups (church, senior centers, community college) or public resources (library, post office, and public transportation), etc. For PASRR, this service may be used to help a nursing facility resident identify and access similar resources.
2. Community Engagement encompasses all of the Community Guide services, with the addition of skill development and community based, individual support. This service can be short term or long term. This can include supports such as skills acquisition in the areas of navigating public transportation, communicating to vendors, and getting involved with community through volunteering. Further services could include but are not limited to: helping to locate a community organization, making introductions, and supporting the client to participate at his or her desired level of participation. For PASRR, the goal of Community Engagement is to help the nursing facility stay connected, or gain connection, to his or her community.

PROCEDURES

After a goal is developed and added to the Client's Service Plan or PASRR Plan, a contractor will be chosen by the client, with the assistance of the Case Resource Manager or PASRR Assessor, family and/or legal representative, if applicable.

The provider is expected to review and sign the Client Service Contract "DDA Community Guide and Engagement Services (1724XP), which outlines the Purpose, Provider Qualifications, Statement of Work and all other requirements that the provider needs to meet in order to provide the service.

The provider will then work directly with the client, with assistance, if applicable from the Case Resource Manager or PASRR Assessor, family and/or legal representative, to develop a goal, providing individualized supports, which will be monitored through progress reports submitted to the Case Resource Manager.

EXCEPTION

Any exception to this policy must have the prior written approval of the Deputy Assistant Secretary.

SUPERSESION

None.

Approved: /s/ Donald Clintzman
Deputy Assistant Secretary
Developmental Disabilities Administration

Date: December 1, 2015