

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: ADULT FAMILY HOMES – MEANINGFUL DAY 4.16

Authority: [Title 71A RCW](#) *Developmental Disabilities*

Reference: [2021-2023 State of Washington and Adult Family Home Council Collective Bargaining Agreement](#)
[DSHS Adult Family Home Contract](#)

BACKGROUND

The Department of Social and Health Services (DSHS) committed to the development and implementation of the Meaningful Home-Based Activities Pilot Project during the 2015-17 Collective Bargaining Session between the Department and the Adult Family Home Council (AFHC). The pilot was designed to strengthen provider capacity through training and technical assistance for adult family homes that support clients with challenging behaviors. Funds were allocated again the following biennium to continue the pilot through June 30, 2019. During the 2019-2021 session the Washington State Legislature fully funded AFH Meaningful Day as a means to support eligible Developmental Disabilities Administration (DDA) clients in adult family homes.

PURPOSE

This policy establishes client eligibility and provider requirements for DDA’s Meaningful Day.

Meaningful Day provides a person-centered approach to designing and delivering meaningful activities for eligible DSHS/DDA clients. Providers participating will utilize tools and approaches to assist clients to manage behaviors that pose a barrier to successful community living. One of these tools is the facilitation of activities that the client has identified as personally meaningful. Activities may be directly led by the AFH Provider in a one-on-one format or a group format, or the client may be assisted through set up and coaching to engage in the activity independently. In all cases, selected activities must be realistically available within the resources available to the client and provider and must be agreed to in writing by both.

SCOPE

This policy applies to DDA headquarters staff, field services staff, and Adult Family Home providers contracted to provide Meaningful Day to clients of DDA.

DEFINITIONS

Eligible client means a client of DDA who is identified by DDA as being eligible for Meaningful Day due to having:

1. A behavior point score of 12 or higher as indicated in the CARE assessment; or
2. A diagnosis of dementia, such as Alzheimer’s Disease, with current behaviors, as indicated in the CARE assessment.

Meaningful activity plan or MAP means the DSHS MAP template completed by the AFH provider and Client participating in Meaningful Day to help identify client-driven goals and activities. The MAP is a person-centered tool used to identify and enhance the strengths, interests, and abilities of the client.

Meaningful Day or MD is a research-based method for AFH Providers to create proactive and individualized strategies to engage clients in meaningful activities based on the client’s interests, life experiences, and preferences. This targeted approach to service planning includes meaningful activities designed to increase activity participation, refocus behavior, and improve the client’s quality of life and continuity of care.

Meaningful day specialist means the DSHS/DDA staff member identified by DDA to administer Meaningful Day.

Negotiated care plan or NCP means a plan developed and maintained by the AFH provider in accordance with WAC 388-76-10355 through WAC 388-76-10386.

Person-centered activity planning means the process of creating a Meaningful Activity Plan (MAP). Person-Centered Activity Planning is a discovery process used to identify what is truly important to the client and to accurately determine the supports needed to accomplish individual goals.

POLICY

- A. A client is eligible for Meaningful Day if the client:
1. Is eligible for community first choice under [WAC 388-106-0283](#);
 2. Resides in an adult family home that has a meaningful day contract; and
 3. Has an assessed behavior acuity score of 12 or higher, or a diagnosis of dementia, such as Alzheimer’s disease with current behaviors, as indicated in the CARE assessment.
- B. If a client’s behavior acuity score falls below 12 after they begin receiving Meaningful Day, they may continue receiving meaningful Day if they:
1. Remain eligible for Community First Choice; and
 2. Reside in an AFH that has a Meaningful Day contract.
- C. To qualify for an AFH Meaningful Day contract, the AFH provider must:
1. Be a licensed AFH under [Chapter 388-76 WAC](#) and have a current AFH Medicaid Contract;
 2. Be clear of enforcement actions related to health and safety for at least one year prior to the contract;
 3. Have no unresolved citations related to client health and safety at the time of contracting;
 4. Have at least one client of DDA in the home who meets Meaningful Day eligibility criteria;
 5. Complete *Meaningful Day Training Session One: Person-Centered Activity Planning, Program Requirements, and Implementation*; and
 6. Agree to provide Meaningful Day documents to DDA staff when requested.

- D. For each Meaningful Day client, the AFH provider must ensure that the services provided under the Meaningful Day Contract include:
1. A variety of activities relevant to the client’s interests, choices, and abilities that are planned in advance and routinely available to the client. The activities should consider individual interests and may include individual as well as group activities. Activities of Daily Living do not qualify as meaningful activities, including sleeping, eating, or toileting.
 2. A Meaningful Activity Plan (MAP) developed using [DSHS 10-637 Meaningful Activity Plan \(MAP\) Discovery](#) to identify client-centered strengths, preferences, and desired activities. The MAP will serve as an addendum to the NCP for clients participating in Meaningful Day. The MAP must be reviewed annually and updated as needed in conjunction with the NCP for clients receiving Meaningful Day.
 3. An individualized monthly calendar created with the client to document the client’s planned activities, events, appointments, and special dates.
 4. Basic supplies and costs essential for planned activities. These costs must be discussed, budgeted, and agreed upon by both the client/legal representative and AFH provider.
- E. AFH providers must complete all requirements, including the following:
1. Use the DSHS MAP template to identify strengths, goals, and preferred activities for clients who receive Meaningful Day;
 2. Document the targeted activities and goals from the MAP in the “Activities/Social Needs” section of the Negotiated Care Plan;
 3. Complete the MAP in collaboration with the client, and identify targeted activities and goals to ensure that planned activities and engagement strategies remain meaningful, affordable, and address behaviors. Complete the MAP in accordance with the following:
 - a. Participate in consultation with DSHS specialist on initial creation of the MAP;

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- b. Develop the initial MAP within 30 days of the Meaningful Day authorization effective date in ProviderOne;
 - c. Revise the MAP, targeted activities, and goals at least annually in conjunction with the AFH NCP annual update.
 4. Identify in the NCP the basic supplies and costs essential to accomplishing the planned activities within the reimbursements provided. If the client chooses an activity that exceeds the reimbursement, the budget must be discussed and agreed upon by both the client and the AFH provide;
 5. Implement the Person-Centered Activities as outlined in the MAP and NCP, providing home-based activities and coordination of meaningful activities in the community;
 6. Observe the client’s activity engagement and targeted behaviors;
 7. Record outcomes related to the client’s participation and response to activities using [DSHS 10-638](#), *AFH Meaningful Day – Monthly Activities and Challenging Behavior Log*;
 8. Complete an individualized monthly (person-centered) activity calendar with each Client, documenting the planned activities and making the calendar available for the Client to use as desired. The provider may use [DSHS 10-636](#), *Meaningful Day Monthly Calendar*, or another calendar the client prefers;
 9. Make available all Meaningful Day documents when requested by the DDA Meaningful Day Specialist; and
 10. Retain the following records for six years in accordance with the DSHS client file retention policy:
 - a. The DSHS provided tracking tool with observed targeted behaviors, activity engagement of each client receiving Meaningful Day, and recorded outcomes related to the client's participation and response to activities;
 - b. The completed MAPS; and
 - c. The completed monthly activity calendars for each client.
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- F. A contracted AFH Meaningful Day provider, agency representative, or resident manager must ensure staff complete the training described below (*Meaningful Day Training Session One: Person-Centered Activity Planning, Program Requirements, and Implementation* must be completed prior to contracting)
1. Three hours of DSHS provided *Meaningful Day Training Session Two: Resource Development and Provider Networking* within one year of contracting for Meaningful Day. This three-hour training can be applied to the annual AFH provider 12-hour continuing education (CE) requirement.
 2. A minimum of three hours (3CEs) in each subsequent year of the contract on any of the topics below that the contractor has not yet attended, or topics recommended to the provider by the Meaningful Day Specialist, or areas identified during technical assistance provided:
 - a. Supporting challenging behaviors;
 - b. De-escalation strategies;
 - c. Positive behavioral supports;
 - d. Person-centered planning;
 - e. Activity planning;
 - f. Community resources;
 - g. Community engagement; and
 - h. Dementia or Alzheimer’s Disease
 3. Other DSHS training approved by DDA specifically for Meaningful Day providers.
 4. Active engagement in technical consultation with the DDA Meaningful Day Specialist regarding implementation, recording-keeping, and other requirements necessary to successfully implement Meaningful Day.
- G. The Meaningful Day Specialist will conduct contract monitoring activities to include:
1. On-site, telephone, and virtual platform visits;
 2. Twice annually, Meaningful Day documents will be requested for a specified time period and reviewed for a sample group of clients to be determined by DDA. Required documents include:

- a. Three months of the completed DSHS-provided tracking tool with observed targeted behaviors, activity engagement, and recorded outcomes related to the client’s participation and response to activities;
 - b. Three months of completed monthly activity calendars for the client(s) identified in the sample;
 - c. The client’s Negotiated Care Plan; and
 - d. The client’s Meaningful Activity Plan
- H. To remain in contract compliance the AFH Provider must:
1. Actively engage and encourage eligible clients to participate in meaningful activities based on their individual interests, goals, and preferences;
 2. Participate in all required Meaningful Day meetings, trainings, visits, and monitoring activities;
 3. Participate in consultation with the Meaningful Day Specialist prior to making the decision to issue a 30-day notice to a client who is enrolled in Meaningful Day;
 4. Participate in consultation with the Meaningful Day Specialist prior to terminating the Meaningful Day Contract; and
 5. Participate in one-on-one training, classroom training, or technical assistance as recommended by the Meaningful Day Specialist to enhance skills and abilities necessary to support Clients enrolled in Meaningful Day.
- I. To remain qualified to contract for Meaningful Day, the AFH Provider must:
1. Maintain their AFH license and current AFH Medicaid Contract;
 2. Actively participate in required trainings, on-site visits, and assistance offered;
 3. Lead or assist eligible clients to participate in a variety of activities that are meaningful to them;
 4. Provide documentation when requested by DDA staff; and

5. Implement recommendations made by the Meaningful Day Specialist and/or technical assistance provider as a result of monitoring activities or client-specific consultation.

- J. The Department reserves the right to terminate or stop Meaningful Day authorizations for failure to comply with the terms of the contract and/or contract monitoring activities.

PROCEDURES

A. Client Participant Identification

1. The State Plan Residential Unit Manager and regional Meaningful Day Specialists identify clients and AFHs who are potentially eligible for Meaningful Day. If a case manager identifies a client who may be eligible, the case manager notifies Meaningful Day staff.

2. When Meaningful Day Specialists identify an AFH provider with an eligible client, DDA offers the AFH provider *Meaningful Day Training Session One: Person-Centered Activity Planning, Program Requirements, and Implementation*.

3. If the AFH provider completes training session one and agrees to provide Meaningful Day to eligible clients, Meaningful Day staff refers the provider to the DSHS Management Services Division (MSD) to amend the AFH contract and add the DDA Meaningful Day subcode.

4. If a provider is contracted and the client accepts Meaningful Day, the client's case manager must:
 - a. Document Meaningful Day in CARE;

 - b. Document Meaningful Day in the client's person-centered service plan; and

 - c. Authorize the ProviderOne AFH Meaningful Day add-on.

EXCEPTION

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

TITLE:

ADULT FAMILY HOMES – MEANINGFUL DAY

4.16

SUPERSESION

DDA Policy 4.16, *AFH Meaningful Home-Based Activities*

Issued October 15, 2019

Approved: /s/ Shannon Manion Date: July 1, 2021

Deputy Assistant Secretary

Developmental Disabilities Administration