

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: PROVIDER QUALIFICATIONS FOR INDIVIDUALIZED TECHNICAL ASSISTANCE POLICY 6.21

Authority: [Chapter 71A.12 RCW](#) *Developmental Disabilities - State Services*
[Chapter 388-825 WAC](#) *DDA Services*
[Chapter 388-845 WAC](#) *DDA Home & Community Based Services Waivers*
[Chapter 388-850 WAC](#) *County Plan for Developmental Disabilities*

PURPOSE

This policy establishes qualifications for providers of Individualized Technical Assistance (ITA) services.

SCOPE

This policy applies to providers of ITA services who contract with the Developmental Disabilities Administration (DDA) or who contract with counties as subcontractors under the state or county contract.

DEFINITIONS

Benefits planner means a qualified consultant who provides information about the potential impact work has on benefits like medical, financial, housing, food, etc.

Individualized technical assistance means services that provide assessment and consultation to the provider and client to identify and address existing barriers or progress towards employment or community inclusion goals.

Provider means an ITA consultant.

Washington state training means comprehensive training on state-specific benefits topics. The nine-hour training is through the Washington Initiative for Supported Employment (WISE) and covers:

- Washington State Systems Overview;
- Food, Cash, and Other Assistance;
- Resource and Savings Strategies;
- Benefits Related to Work Suspension and Loss; and
- Medicaid and Medicare Savings Programs.

POLICY

- A. ITA services provide short-term, professional expertise needed to identify, address, and resolve a client's barriers to employment or community inclusion goals.
- B. To be a qualified provider of ITA services, a provider must:
1. Have proof of criminal history background check in accordance with [RCW 43.43.830 through 845](#) and [RCW 74.15.030](#). Background checks are required in situations where there may be unsupervised contact with the client. NOTE: Background checks must be completed through the DSHS Background Check Central Unit.
 2. Exhibit the ability, education, or experience necessary to successfully develop and implement a plan for providing ITA.
 3. Provide proof of:
 - a. Business license;
 - b. Professional certification or credentialing, as applicable;
 - c. Insurance certificate; and
 - d. Debarment certification statement.
 4. Provide proof of training or have confirmed knowledge of the following areas and administration policies as applicable:
 - a. Client confidentiality;
 - b. DDA Policy 5.06, *Client Rights*; and
 - c. DDA Policy 6.08, *Incident Management and Reporting Requirements for County and County Contracted Providers*.

C. Benefit planner's specific qualifications include

1. Cornell Certification, Washington State training, 60 hours Continuing Education Units over 5-year period logged in and approved by Cornell; or
2. Virginia Commonwealth University (VCU) Initial Training, Washington State training, 18 Continuing Certification Credits annually (15 from VCU); or
3. Other recognized certification, Washington State training, 60 hours Continuing Education Units over 5-year period logged in and approved.
5. Counties may subcontract with professionals who demonstrate proof of qualifications listed above, excluding benefit planning where resources already exist.

EXCEPTIONS

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

SUPERSESION

DDA Policy 6.21, *Provider Qualifications for Individualized Technical Assistance*
Issued July 1, 2016

Approved: /s/: Shannon Manion Date: January 1, 2023
Deputy Assistant Secretary
Developmental Disabilities Administration