



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: FAMILY SUPPORT EMERGENCIES AND POLICY 4.06  
PROGRAM TRANSFERS

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Authority: RCW 71A.12.040  
WAC 388-825-252

**PURPOSE**

This policy is intended to clarify the current procedures for granting exceptions to policy (ETPs) for clients using family support services, and for clients transferring between programs. The purpose of policy exception requests is to ensure the health and safety of clients.

**SCOPE**

This policy applies to all regional field services offices and outstations.

**POLICY**

**I. Requests for ETPs Based Upon a Client Emergency**

- A. All emergency requests are to be reviewed, and approved/denied at the local level by the regional administrator or designee. This includes, but is not limited to:
  - 1. Emergency requests from clients on the family support waiting list who are not currently getting any family support services.
  - 2. Emergency requests for an increase in service from clients who are current family support recipients. This includes emergency requests which would exceed the lid for the person's service need level.
- B. All emergency requests which are approved should be short term interventions in response to a one time incident or situation, or short term crisis such as caregiver hospitalization or absence, temporary client medical condition, and so forth. Such

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approvals should not exceed a two (2) month time period.

C. All requests will be reviewed for anticipated resolution of the situation.

## **II. Requests From Clients to Exceed the Service Need Level Service Lids Per Policy 4.03**

ETP requests to exceed the lid should be reviewed by the regional manager and submitted to the division director for approval/denial. This does not apply to individuals whose original ETP was submitted for the May through July 1992 authorization period.

## **III. Requests for Family Support From Clients Who Have Been Receiving, But Are Not Currently Eligible for Medicaid Personal Care (MPC)**

A. If the client were receiving or had requested family support services prior to the most recent family support service freeze, were later transferred to MPC, and have subsequently lost eligibility for MPC, proceed as follows:

1. Consider the client immediately eligible for ongoing family support services. No ETP is necessary.
2. Complete a family support form and establish the service need level.
3. Establish a family support authorization either at the level the client was receiving from MPC, or at the maximum for the client's service need level, whichever is less.

B. If the client requested family support services or began receiving MPC since the most recent family support service freeze, assess the client's need and determine the service need level, and place the client on the family support waiting list.

## **IV. Requests from Clients Whose Family Support Services Have Been Interrupted**

If the client was receiving family support and subsequently stopped using the service and now needs the service, family support may be authorized in accordance with Policy 4.03 if the reason for the service stopping was:

- A. The child went into foster care;
- B. Providers were not available; or

C. The child or family was temporarily absent from the home.

**V. Requests From Clients Who Have Previously Received Private Duty Nursing Through the Medically Intensive Home Care Program (MIHCP), or Who Currently Need Licensed Nursing Services**

A. Clients who are no longer medically eligible for services through the MIHCP and have requested family support services to be able to keep their child in the home should complete a family support form, and establish the service need level.

B. Clients who have been receiving a specified number of hours of family support services, and whose medical care needs change to needing licensed nursing care, may be addressed as follows:

1. Revise the family support form and establish the service need level; and
2. Authorize the same amount of funding the client has been receiving, and the family can choose to spend that amount on licensed nursing care; or
3. Submit an ETP requesting a continuation of the same number of hours of family support to the division director, with a change in the level of funding to provide licensed nursing support.

**SUPERSESSSION**

Division Policy 4.06

Issued September 22, 1995

Approved:     /s/ Timothy N. Brown      
Director, Division of Developmental Disabilities

Date:   4/13/00