

DEVELOPMENTAL DISABILITIES ADMINISTRATION  
Olympia, Washington

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TITLE: ADULT FAMILY HOMES – MEANINGFUL DAY 4.16

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

Reference: [State of Washington and Adult Family Home Council 2019-2021 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 includes a targeted approach to service planning and provides clients the opportunity to participate in activities that improve the client's quality of life and continuity of care. Adult family homes use proactive and individualized strategies to engage clients in activities designed to refocus behavior, improve health, and reduce stress and anxiety.

## **SCOPE**

This policy applies to DDA headquarters staff, field services staff, and adult family homes contracted to provide Meaningful Day to DDA clients.

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**DEFINITIONS**

**Meaningful activity plan (MAP)** means the person-centered tool that identifies a client’s strengths, interests, and abilities and is used to develop client-driven goals and meaningful activities.

**Meaningful Day program staff** means the DSHS staff identified by either the Developmental Disabilities Administration (DDA) or by Home and Community Services (HCS) to administer Meaningful Day.

**Negotiated care plan (NCP)** has the same meaning as is under WAC 388-76-10355. The plan includes the client’s preferred activities and how the preferences will be met. The NCP is negotiated between the AFH provider and the client in accordance with WACs 388-76-10355 through 388-76-10385.

**Person-centered activity planning** means a discovery process used to search out what is truly important to a client to accurately determine the supports needed to accomplish individual goals. Person-centered activity planning is used to develop a client’s meaningful activities plan.

**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.
- 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. In order to qualify for an AFH Meaningful Day contract, the AFH provider must:
1. Be licensed under chapter 388-76 WAC as an AFH;
  2. Have a current AFH Medicaid contract;
  3. Be clear of enforcement actions related to health and safety for at least one year prior to the contract;
  4. Not employ a person with Adult Protective Services findings;

5. Have at least one client in the home who meets Meaningful Day eligibility criteria; and
  6. Complete *Meaningful Day Training Session One: Person-Centered Activity Planning, Program Requirements, and Implementation*.
- D. For each Meaningful Day client, the client’s AFH provider must:
1. Provide Meaningful Day activities that:
    - a. Are relevant to the clients’ interests, choices, and abilities;
    - b. Are planned and routinely available to the clients;
    - c. Include opportunities for individual and group activities; and
    - d. Include opportunities for independent, self-directed, and individualized activities.
  2. Develop a meaningful activity plan (MAP). The MAP must:
    - a. Be developed using the [DSHS 10-637](#), *Meaningful Activity Plan (MAP) Discovery*;
    - b. Be developed no more than thirty days after Meaningful Day is authorized in ProviderOne;
    - c. Be developed, in its initial form, in consultation with DDA Meaningful Day program staff;
    - d. Identify the client’s strengths and desired activities;
    - e. Identify any supplies necessary to engage in a planned activity;
    - f. Identify the source of any supplies not provided by the AFH provider;
    - g. Identify and budget with the client, and their legal representative if they have one, basic supplies and costs essential for scheduled activities that are not paid for with Meaningful Day enhancements;
    - h. Be reviewed at least annually with the client’s negotiated care plan (NCP), or more often if necessary;
    - i. Be updated, as needed, to determine whether planned activities and engagement strategies remain meaningful and provide positive alternatives to target behaviors;

- j. Be attached to the NCP as an addendum.
  3. Record the specific activities listed in the MAP in the “Activities/Social Needs” section of the NCP.
  4. Develop the NCP in accordance with WACs 388-76-10355 through 388-76-10385.
  5. Implement the person-centered activities as outlined in the MAP and NCP, including the provision of home-based activities and coordination of meaningful activities in the community.
  6. Create a monthly calendar with the client to document the client’s planned activities, events, appointments, and special dates. The provider may use [DSHS 10-636](#), *Meaningful Day Monthly Calendar*, or another calendar the client prefers.
- E. A contracted AFH Meaningful Day provider or resident manager must complete all of the following:
1. *Meaningful Day Training Session One: Person-Centered Activity Planning, Program Requirements, and Implementation.* The training must be completed before signing a Meaningful Day contract. The provider may apply this three-hour training to the annual 12-hour AFH provider continuing education requirements under chapter 388-112A WAC.
  2. *Meaningful Day Training Session Two: Resource Development and Provider Networking.* The training must be completed within one year after Meaningful Day contract initiation. The provider may apply this three-hour training to the annual 12-hour AFH provider continuing education requirements under chapter 388-112A WAC.
  3. At least three hours of continuing education per year on any of the topics below or on topics recommended to the provider through the Meaningful Day technical assistance provided. The credit may be applied to the annual twelve-hour continuing education requirements under chapter 388-112A WAC:
    - 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.

4. Respond to and incorporate recommendations from technical consultations with DSHS staff regarding implementation, recording-keeping, and other requirements necessary to successfully implement Meaningful Day.

## **PROCEDURES**

### A. Client Participant Identification

1. The Meaningful Day Program Manager and regional Meaningful Day staff 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 program staff 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 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.

### B. Data and Monitoring

1. For each Meaningful Day client, the provider must:
  - a. Observe the client's activity engagement and targeted behaviors; and
  - b. 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*.
2. Twice a year, or more often if necessary, the Meaningful Day staff will collect from the provider a sample of client:
  - a. MAPs;

- b. NCPs;
  - c. Activity calendars; and
  - d. [DSHS 10-638](#), *AFH Meaningful Day – Monthly Activities and Challenging Behavior Log*.
3. The AFH Meaningful Day provider must retain all records for a client in Meaningful Day for six years.

**EXCEPTION**

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

**SUPERSESSION**

DDA Policy 4.16, *AFH Meaningful Home-Based Activities*  
Issued August 15, 2019

Approved:           /s/: Deborah Roberts            
Deputy Assistant Secretary  
Developmental Disabilities Administration

Date: October 15, 2019