



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: PROVIDER QUALIFICATIONS FOR EMPLOYMENT AND DAY PROGRAM SERVICES POLICY 6.13

Authority: RCW 71A.12 *Developmental Disabilities*
Chapter 388-825 WAC *DDD Services*
Chapter 388-845 WAC *DDD Home and Community Based Services Waiver*
Chapter 388-850 WAC *County Plan for Developmental Disabilities*

PURPOSE

This policy establishes qualifications for providers of employment and day program services.

SCOPE

This policy applies to all providers of employment and day program services contracted with the Division of Developmental Disabilities (DDD) or through counties as subcontractors under the state/county contract. Day program services include Community Access and Child Development services. However, Individualized Technical Assistance services are outside the scope of this policy.

Note: Early Support for Infants and Toddlers (ESIT) has the responsibility for service coordination and qualification of Family Resources Coordination service providers.

POLICY

- A. DDD shall have consistent, uniform qualification standards for all counties and county subcontracted employment and day program service providers.
- B. All service providers must meet the following qualifications:
 - 1. Exhibit ability to successfully develop and implement a plan for providing services that are based on individual needs that include:
 - a. Method for gathering information;

- b. How needs are assessed;
 - c. Plan implementation; and
 - d. Plan outcomes.
2. Demonstrate ability to provide services in accordance with the [*DDD County Guidelines*](#).
3. Exhibit administrative capabilities necessary to safeguard public funds, including maintaining books, records, documents and other materials relevant to the provision of goods and services. This includes:
 - a. Internal control policies;
 - b. Evidence of fiscal stability:
 - i. Existing agencies must submit financial statements for the past two years or Department of Social and Health Services (DSHS) and/or federal audits if required; and
 - ii. Newly applying agencies must be able to show cash reserves or a current line of credit to provide services for no less than two months of services; and
 - c. Newly applying agencies must submit a projected budget for one year of services.
4. Maintain a management system that provides for systematic accumulation, filing, and retention of timely records and reports related to:
 - a. Clients;
 - b. Staff; and
 - c. The agency's structure, tax status, capabilities, and performance.
5. Employ individuals who are 18 years of age or older and ensure that the following requirements are met for each employee who provides direct services:
 - a. Have proof of criminal history background clearance in accordance with RCW 43.43.830-845 and RCW 74.15.030. DDD requires the DSHS Background Check Central Unit (BCCU) be used to obtain background

clearances. Child Development service provider may submit the background checks to the Department of Early Learning (DEL), for processing by the DSHS Background Check Central Unit; and

- b. For Child Development service providers only, employees must also have a current valid Washington State credential prior to employment if the position requires the employee to be registered, certified, or licensed under Washington state law for the service(s) the agency intends to provide.
6. Have at least one staff member with two years of experience related to the service for which the agency is providing or applying to provide as follows:
- a. For employment service providers: Experience must include developing, obtaining, and maintaining successful placements in paid employment at minimum wage or better with the wages paid by a community-based business.
- Note: An “Employment Professional” certificate from Highline Community College will substitute for one year of experience with DDD Director approval.
- b. For Community Access providers: Experience must include providing services in an integrated community setting that supports contribution by the client with local community members who are not paid to be with that person.
7. Additionally, employment service providers must either:
- a. Be certified by the Commission on Accreditation of Rehabilitation Facilities (CARF) within two years of the date of this policy; or
 - b. For a provider who serves twenty (20) or fewer DDD clients, in lieu of CARF certification the provider may provide proof of successful employment placements. The number of successful placements will be based on the total number of clients currently served in employment type services, of which there must be evidence of thirty (30) percent successfully placed in a paid job at minimum wage.
8. Assurance that potential conflicts of interest will not arise. Such a conflict will arise when any employment or day program provider is a guardian, legal representative or other decision maker for the client. A conflict may also arise when any employee of the agency is the decision maker for, or a family member of, a client of the agency. In these situations, the provider must document the

measures taken specific to the situation to assure that a conflict of interest does not exist.

- C. Individual Employment provider clients must be able to access the DSHS Division of Vocational Rehabilitation funding.
- D. Service providers must develop and implement a training plan for employees that meet the requirements described below. The training plan must also address ongoing training and review of DDD policies.
1. **Prior to working with clients unsupervised**, employees must have knowledge of and receive training in the following areas:
 - a. Client confidentiality;
 - b. Current individual work and/or support plans for each client with whom the employee works;
 - c. DDD Policy 5.06, *Client Rights*;
 - d. DDD Policy 6.08, *Mandatory Reporting Requirements for Employment and Day Program Services Providers*;
 - e. DDD Policy 9.07, *HIV and AIDS*;
 - f. First Aid and CPR (current);
 - g. DDD Policy 4.11, *County Services for Working Age Adults*, as applicable; and
 - h. DDD Policy 15.03, *Community Protection Standards for Employment and Day Program Services*, as applicable.
 2. **Within one month of employment**, employees must have received training in the following:
 - a. DDD Policy 5.17, *Physical Intervention Techniques*; and
 - b. Waiver requirements as referenced in contract.
 3. **Within three (3) months of employment**, employees must have received training in the following:
 - a. DDD Policy 5.14, *Positive Behavior Support*, as applicable; and

- b. DDD Policy 5.15, *Use of Restrictive Procedures*, as applicable.

PROCEDURES

- A. Agencies applying for qualification will submit information to the county (or to DDD if contracting directly with DDD). Information must include all of the following:
1. Contact information, including:
 - a. Name of individual or entity;
 - b. Street address;
 - c. City
 - d. County;
 - e. State; and
 - f. Zip code.
 2. Identification of the type(s) of service to be provided (or applying to be qualified for). For Child Development services providers, include specifics for specialized instruction, occupational therapy, physical therapy, audiology, speech/language pathology, etc. Service coordination is not a reimbursable service under the DDD contract.
 3. Response to all items outlined in the Policy section of this policy.
 4. The following exhibits:
 - a. Organization chart;
 - b. Job descriptions;
 - c. Business license;
 - d. Signature authority;
 - e. Insurance certificate; and
 - f. Debarment certification statement.

5. Successful new applicants will have an initial one year provisional contract. New applicants must demonstrate full compliance with the contract, including the Criteria for Evaluation at the end of one year.
6. Providers will maintain qualification requirements as specified in this policy. Continuation of qualification will be based on performance and reviewed every two years at a minimum.

EXCEPTIONS

No exceptions to this policy may be granted without the prior written approval of the Division Director.

SUPERSESSSION

DDD Policy 6.13
Issued July 1, 2009

Approved: /s/ Linda Rolfe
Director, Division of Developmental Disabilities

Date: July 1, 2011