Steps to Becoming a Registered Partner

Help People Find Services and Benefits to Meet Their Basic Needs

Assisting Agency

1. The organization director begins the process by completing the Washington Connection Community Partnership Online Registration. Up to 20 sites can be registered at one time.

2. The regional access consultant will review your partnership registration. Contact will be made with the director to clarify any questions with your registration.

3. Your organization should implement a sustained infrastructure to support the partnership communication and Secure Access Washington (SAW) user IDs and Washington Connection partner accounts.

4. You can track your registration from *Washington Connection* home page with the assigned tracking number.

5. The assisting agency must complete the contractor intake form and Community Services Division non disclosure forms. These forms will be sent to the director for completion.

6. Upon return of those completed forms, your organization will be assigned a Partner Contract Number and will receive a Data Share Agreement for completion. Review and sign the Data Share Agreement and return a copy by email and the original by mail to the Contracts Unit (instructions will be provided with the Data Share Agreement).

7. Upon receipt of the original signed Data Share Agreement from your organization, DSHS will assign a Barcode Contractor ID Number(s) to each site registered.

8. Secure Access Washington (SAW) user IDs must be created and activated by the director and one supervisor per service delivery site. The user IDs need to be forwarded to the regional access consultant within five business days after the initial consultation is completed. (Note: Do not use the user IDs until the partner account is approved or your ID is linked)

9. The assisting agency partner director and supervisor(s)/subject matter expert (SME) will be scheduled for a SME training via WebEx or in person.

10. After the training is completed and your partner account is active, the assisting agency partner will be able to make full use of its Washington Connection partner account.

11. The organization director will have access to update contact information and convert partnership and access levels. The director account will not have access to the online applications submitted by the service delivery site(s).

12. The site supervisor will have access to update contact information, add or delete users, ability to view PDFs of submitted or pended applications, renewals and change of circumstances, view DSHS Client Search Query, and convert partnership and access levels.

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Host Organization

1. The organization director begins the process by completing the Washington Connection Community Partnership Online Registration. Up to 20 sites can be registered at one time.

2. The regional access consultant will review your partnership registration. Contact will be made with the director to clarify any questions with your registration.

3. Your organization should implement a sustained infrastructure to support the partnership communication and Secure Access Washington (SAW) user IDs and Washington Connection partner accounts.

4. You can track your registration from *Washington Connection* home page with the assigned tracking number.

5. Secure Access Washington (SAW) user IDs must be created and activated by the director and one supervisor per service delivery site. The user IDs need to be forwarded to the regional access consultant within five business days after the initial consultation is completed. (Note: These user IDs cannot be used for submittals on Washington Connection.)

6. The host organization partner director and supervisor(s)/subject matter expert (SME) will be scheduled for a SME training via WebEx.

7. After SME training, the host organization partner will be able to make full use of its Washington Connection partner account. Begin by accessing My Partner Account under the Login tab.

www.washingtonconnection.org

Washington State
Department of Social & Health Services

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