

Alternative Living Provider Application, Contracting, and Certification Overview Checklist

The following documents are submitted to the DDA Resource Manager to initiate the Alternative Living provider application, contracting, and certification process.

CHECK IF RECEIVED	APPLICATION DOCUMENTS (REVIEW FOR COMPLETE FORMS)
<input type="checkbox"/>	DDA Alternative Living Provider Application form, DSHS 10-665
<input type="checkbox"/>	Letter of Interest includes application requirements
<input type="checkbox"/>	Copy of high school diploma, GED, or other advanced degree
<input type="checkbox"/>	Copy of Washington State business license (Department of Revenue website)
<input type="checkbox"/>	Background check confirmation code and date of birth per Background Check Policy 5.01 For provider Online background check form and instructions: <ul style="list-style-type: none"> • https://fortress.wa.gov/dshs/bcs/ • Instructions on filling out form Background Check Requirements for Applicant's brochure , DSHS 22-1850 Video Tutorial If needed Character, Competency and Suitability Review.
<input type="checkbox"/>	Copy of receipt from fingerprint appointment
<input type="checkbox"/>	Copy of Driver's License
<input type="checkbox"/>	Proof of automobile insurance coverage
<input type="checkbox"/>	Copy of Social Security Card
<input type="checkbox"/>	W-9 form
<input type="checkbox"/>	Contractor Intake form, DSHS 27-043
<input type="checkbox"/>	Medicaid Provider Disclosure Statement (MPDS) form, DSHS 27-094
<input type="checkbox"/>	Residential Services Mandatory Reporting of Abuse, Neglect, Personal and Financial Exploitation, or Abandonment of a Child or Vulnerable Adult form, DSHS 10-403
<input type="checkbox"/>	Signed up for GovDelivery (recommended)
<input type="checkbox"/>	Any trainings completed by applicant that can be applied toward AL program requirements

The following steps are taken once application documents are received and reviewed for completion.

STEPS	CONTRACTING AND CERTIFICATION PROCESS
<input type="checkbox"/>	When application documents are received, training, contracting, and certification process begins. All three are interconnected and worked on at the same time.
<input type="checkbox"/>	Explain basics of the certification process to the provider (initial and ongoing). <ul style="list-style-type: none"> • Discuss orderly record keeping, types of records to keep, why records need to be kept, how long to keep records, and when records may be requested. • Review WAC 388-829A-170 What information must alternative living providers keep in their records.
<input type="checkbox"/>	Assist the applicant to sign up for training. Refer to AL SharePoint site for links to various training resources. Training requirements (75 hours): <ol style="list-style-type: none"> a. 5-hours Orientation and Safety b. 40-hours DDA Basic Training c. 30-hours Population Specific Training <ol style="list-style-type: none"> 1. Have the applicant sign up for First Aid / CPR Training (6-hours) 2. Have the applicant sign up for Bloodborne Pathogens Training (or included in Basic Training) <ul style="list-style-type: none"> • Blood-borne pathogen requirements can be taken separately as long as they meet WAC 296-823-12005 requirements. 3. Give them the link to the On-Line Orientation and Safety Training (5-hours) 4. Meet with the applicant to complete Alternative Living Provider Orientation (6-hours)

	<p>5. Assist the applicant to sign up for the 40-Hour Basic Training</p> <p>6. Assist the applicant to sign up for Population Specific Training (First Aid, CPR, and Alternative Living Provider Orientation are a part of the 30-hours of Population-Specific training. The remaining 18-hours of Population-Specific training must be completed within 120-days of date of hire).</p> <p>Minimum provider training requirements to begin working with a client:</p> <ul style="list-style-type: none"> • Orientation and Safety • First Aid / CPR Training • Bloodborne Pathogens • Alternative Living Provider Orientation
<input type="checkbox"/>	<p>Enter Contracting information in ACD and create draft.</p> <p>Contract in draft status will show as “pending.”</p> <p>The following documents are needed to draft contract:</p> <ul style="list-style-type: none"> • Contractor Intake form • Medicaid Provider Disclosure Statement • W-9 • Business License • Background Check authorization (CC and S Review, if needed).
<input type="checkbox"/>	<p>Move “draft” contract into “approved” status.</p> <p>Email designated contract approver (Regional Operations Manager (ROM), Supervisor, etc.) for approval of draft contract in ACD. Once approved, status will show “approved” in ACD.</p>
<input type="checkbox"/>	<p>Complete Contract Risk Assessment and Monitoring Plan (RAMP).</p> <ul style="list-style-type: none"> • After background checks, etc. are cleared, the Contract Manager (who is the RM) creates the contract and the RAMP is placed in the contract file. • The RAMP must be completed and in the contract file before the contract is signed. <p>More on RAMPs can be found in DDA MANAGEMENT BULLETIN D14-012 – Procedure</p>
<input type="checkbox"/>	<p>Request Initial Certification Letter for provider.</p> <p>When contract is in “approved” status, email HQ QA identified staff with cc to AL Program Manager with “Initial Certification Request” in the subject line.</p> <p>Email must include:</p> <ul style="list-style-type: none"> • Name of the client • Provider Name • Address • Telephone Numbers (Home and Cell) • E-mail Address <p>The email must confirm the applicant:</p> <ol style="list-style-type: none"> a. Meets all requirements under WAC 388-829A-050 b. All background check / fingerprinting issues are resolved, and any CC and S reviews are in place c. The provider has a Grievance Policy d. The applicant has met minimum training requirements to begin working with a client under chapter WAC 388-829 and 388-829A which include: <ul style="list-style-type: none"> • On-Line Orientation and Safety Training • Bloodborne Pathogens Training Certificate • First Aid Training and CPR Training Certificate • Alternative Living Provider Orientation
<input type="checkbox"/>	<p>Execute the contract - moving it from “approved” to “signed” status.</p> <p>After RM receives confirmation that initial certification letter is issued, open approved contact document in ACD and e-mail pdf to applicant for signature.</p> <p>The provider must sign:</p> <ul style="list-style-type: none"> • The front page of the contract at the bottom. <p>Electronic and digital signatures are fine</p>

<input type="checkbox"/>	<p>After applicant signs contract, e-mail contract approver for DSHS counter signature on:</p> <ul style="list-style-type: none"> The front page of the contract. <p>The contract approver will then go into ACD and enter the signatures electronically, moving the contract from “approved” to “signed” status.</p>
<input type="checkbox"/>	<p>Check ACD for “signed” status and distribute the executed and signed copy to provider. Place a copy in provider contract file.</p>
<input type="checkbox"/>	<p>Explain basics of ProviderOne, OneHealthPort, Billing, and Payment.</p> <ol style="list-style-type: none"> AL providers are 1099 Social Services Providers Once the provider’s contract is signed, this triggers the HCA to send communication to provider about steps to access ProviderOne and assigns a ProviderOne ID. The provider needs to watch for mail and emails on how to set up ProviderOne access. This is a multi-step process. ProviderOne offers Electronic Funds Transfer (EFT) payments. ProviderOne pays on Fridays. Claims must be submitted by Tuesday at 5 p.m. <p>Make sure the provider has the following resources:</p> <ul style="list-style-type: none"> ProviderOne for social services Washington State Health Care Authority ProviderOne Billing and Resource Guide <p>Health Care Authority (HCA) requires all providers to utilize the OneHealthPort Single Sign-On to access Provider One.</p> <ul style="list-style-type: none"> Learn more about OneHealthPort Single Sign-On at: SSO Home OneHealthPort <p>Review the Service Verification and Attendance Record form, DSHS 10-104B with provider.</p>
<p>Steps to take within 120 days of date of hire.</p>	
<input type="checkbox"/>	<ol style="list-style-type: none"> Collect the remainder of initial training certificates <ul style="list-style-type: none"> 40-Hour Basic Training 18-Hour for Population Specific Training Pay the provider for training. <p>When provider meets 75-hour training requirement, the RM authorizes payment for training up to 75-hours. The RM does not reimburse the provider for applicable trainings completed prior to application.</p> <ul style="list-style-type: none"> If the provider is working with a client, authorize payment under that client’s name (Code SA534-U1). If the provider does not have a client by the time 75-hours of training is completed, authorize payment under the provider using a provider only payment (Code SA724). Transportation (S0215, U2) is only paid to provider in conjunction with client services per the PCSP and is authorized by the CM.
<p>Follow Up</p>	
<input type="checkbox"/>	<p>A DDA-contracted evaluator will coordinate with the Resource Manager and schedule on-site certification evaluation.</p> <p>Within 90-days of provider beginning work with a client, RM will assess provider record-keeping and assist as needed.</p> <p>RM will provide technical assistance to provider if needed on AL Policy, WAC, or forms.</p>