



Agency Alternative Living Provider Supplemental Information

Applicant Name	Date
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This form is part of your agency AL provider application process. Please return this form and requested information to the DDCS representative working with you. You may answer the questions here, or you may attach the information in a separate document. Clearly label any attachment you submit with your name and the name of the document.

Alternative Living (AL) Overview

The AL program is designed to provide community-based, goal-oriented, individualized instruction to enable a client to learn, improve, or retain social and adaptive skills necessary to live independently with minimal residential habilitation* services.

The client develops SMART (Specific, Measurable, Attainable, Relevant, Timely) AL goals with the provider based on support needs identified in the client's person-centered service plan. Goals are captured in an AL plan.

A provider may work with a client on goals in the following categories:

1. Establishing a residence;
2. Home living;
3. Community living;
4. Health and safety;
5. Social activities;
6. Protection and advocacy; and
7. Other training and support to assist a client to live independently.

* Residential habilitation means assistance for learning, improving, or retaining skills necessary for living in the community.

Why is the AL plan necessary for the client?

How will your agency develop AL Plan goals?

What is your experience writing SMART goals?

Minimum Provider Qualifications Overview

Check each box as you review the following Washington Administrative Codes (WACs). These are the minimum requirements for a person to be able to provide AL residential habilitation services to a client.

- ☐ Who may become an alternative living provider? under [WAC 388-829A-050](#).
- ☐ Background check requirements under chapter [388-825](#) WAC.
- ☐ Minimum skills and abilities described in [WAC 388-829A-110](#).
- ☐ Minimal training requirements under [WAC 388-829A-140](#) , and Chapter [388-829](#) WAC.

Note: A full list of chapter WACs associated with the AL program is provided under Policy, Procedures, and WAC section below.

Effective May 1, 2025, Developmental Disabilities Administration moved under Home and Community Living Administration. The former Developmental Disabilities Administration will be known as Developmental Disabilities Community Services Division (DDCS) within the Home and Community Living Administration.

1. How many employees do you currently have (including yourself), who meet background check, AL training, and AL skill requirements to provide AL residential habilitation services to clients? (Skip Questions 2 and 3 if you have two or more employees that meet all requirements.)
2. If you do not have two employees currently, explain your plan to meet the two-employee requirement, including timelines.
3. For each employee (including yourself) who will provide residential habilitation services to an AL client, list all requirements (specific training, background check or other business requirements) that still need to be met to be able to provide residential habilitation services.

Preliminary Certification

388-825A-0030

How does an applicant obtain preliminary certification?

- (1) To obtain preliminary certification and begin serving clients an applicant must:
 - (a) Complete the DDA-provided application;
 - (b) Complete an interview with DDA if requested;
 - (c) Complete training according to program-specific rules;
 - (d) Have policies as required by program-specific rules;
 - (e) Meet contract requirements, if applicable; and
 - (f) Pass a site visit under program-specific rules.
- (2) DDA must notify the applicant in writing that the preliminary certification is:
 - (a) Approved; or
 - (b) Denied and state the reason for the denial.
- (3) A preliminary certification is valid for no more than 120 days unless an extension is granted.
- (4) DDA may extend a provider's preliminary certification beyond 120 days only if:
 - (a) The provider is not yet supporting a client, or the provider has delivered services for less than 60 days; and
 - (b) DDA verifies the provider meets program-specific WAC and contract requirements.
- (5) An applicant denied a preliminary certification may reapply.
- (6) DDA may close out an application if the applicant is nonresponsive for 10 business days.
- (7) If a provider no longer meets preliminary certification requirements, DDA may revoke the provider's preliminary certification. If DDA revokes a preliminary certification, DDA must notify the provider in writing of the reason for the revocation.

Business Plan

Staffing

The provider must meet the definition of agency AL which is an entity that:

- a. Is contracted as an agency with DDCCS to provide residential habilitation services under this chapter; and
 - b. Has **at least two** employees who provide residential habilitation services.
- ☐ Attach your organizational chart.
- ☐ Attach a staff position description that outlines job duties, responsibilities and qualifications necessary for all staff roles.
1. Identify which staff positions will be providing AL residential habilitation services to DDCCS clients.
 2. Identify which staff positions will provide staff training.

Training

The agency must be able to train their staff. Some curriculum to train staff is provided to the agency by DDCS. In order for the agency to deliver this curriculum to their staff, the agency trainer must be approved by DSHS per chapter [388-112A](#) WAC. If you do not have a DSHS approved trainer, please reach out to the DDCS training unit supervisor to learn more.

One of the mandatory trainings for DSPs to take is called 6 Hours Alternative Living Orientation.

- i. A DDCS developed curriculum will be provided to your agency to use.
- ii. Your agency trainer will be able to deliver this training to your staff.

Describe your training plan for direct support professionals (DSPs) or any staff that will provide residential habilitation services.

What is your procedure in training staff to write, track, and update SMART goals?

What is your procedure in training staff on teaching and training methods to help clients reach their SMART goals?

How will your agency develop Alternative Living Plan Goals?

Financial Plan

Do you have a financial plan? ☐ Yes ☐ No

Include a five-year plan estimate that includes projections for categories such as income (clients served), operating costs (staffing, operations, admin, dept repayment), growth, capital investments, etc.

As of 3/1/2024, DSHS Administrative Policy [AP 13.13](#) requires increased insurance limits for all DSHS contractors. To ease the burden on some of our smaller DDCS providers, there is an exclusion waiver in place for all DDCS contracts/providers that are small businesses. The waiver reduces the limits to the previous amounts of \$1M per occurrence and \$2M aggregate.

Have you gotten an estimate of your insurance costs? ☐ Yes ☐ No

Describe how you plan to address the financial aspects of running a business, such as: start-up costs, payroll, office space, insurance, etc.:

Read the following policy to explore a program development contract: [DDA Policy 6.14 Program Development Contract](#)

What is your plan for growth and expansion:

Documentation and client privacy / rights

AL providers must use some DDCS provided forms and submit reports timely. Describe your records management methods including data collection, data monitoring, data retention for both clients and provider.

Will you be using any electronic systems such as Therap, Statewise, eVero, Alley Data, ShifCare, MillinPro?

☐ Yes ☐ No

If yes, what system? (DDCS does not endorse specific electronic system.)

How do you plan to protect and store client data and personal information?

How do you plan on meeting the semi-annual summary report requirement? (Attach a form if you have one.)

Alternate Living Payment

Payment will be made through the ProviderOne payment system. Payment can only be made after a contract is issued to the provider. AL providers are Social Services Providers.

Check each box as you click the links to learn more about ProviderOne.

- ☐ [ProviderOne for social services | Washington State Health Care Authority](#)
- ☐ [FAQ for new social service providers: ProviderOne setup and payment information](#)
- ☐ [Contact us | Washington State Health Care Authority](#)
- ☐ ProviderOne Message sign up here: <https://www.hca.wa.gov/billers-providers-partners/provider-alerts>

Provider Rate of Pay

Agency Alternative Living Provider rate is a fifteen (15)-minute unit rate which includes:

- Delivering service to the client as described in the person centered service plan and AL plan.
- Consideration for continuing education credit hours, and any staff training not specifically outlined in the AL contract.
- Administrative functions, such as but not limited to record keeping, travel time, and staff training, unless specifically written in the contract.

Providers may bill up to 30 minutes for development and completion of each:

- Initial Alternative Living Plan
- Revised Alternative Living Plan
- Quarterly report
- Semi-annual report

The provider will use the Service Verification and Attendance Record form DSHS 10-104B to claim reimbursement.

Rates are published by the [Office of Financial Management \(OFM\)](#).

1. Scroll to the Development Disabilities section.
2. Click on the bullet point "Developmental Disabilities Rates Excel".
3. In the Excel spreadsheet, navigate to the "DDA Services" tab for the current year as pictured below.
4. Look for the following service code: Service Code SA724 U1 – Agency Alternative Living Services

Transportation Rate

DSHS shall pay the provider for pre-authorized mileage required to transport a client in a provider owned / leased vehicle to work on a SMART goal identified in the AL Plan, at a rate not to exceed the current State of Washington rate as published by the Office of Financial Management (OFM). Current rate can be found here: <https://ofm.wa.gov/accounting/travel/> and is subject to change without notice.

The provider will use the Service Verification and Attendance Record form DSHS 10-104B to claim mileage reimbursement.

Hepatitis Shots

Staff may choose to take the Hepatitis vaccine. DSHS will pay up to the standard rate for the Hepatitis vaccine shots.

- Current standard rate is set at \$250 dollars per series of three (3) injections.
- The provider will need to submit a request for reimbursement and include receipts to the Resource Manager (RM).

Training Wages

Agency AL providers are reimbursed for the following training categories if the agency meets contract qualifications:

1. Trainer to attend the DDCS Residential Services Training Train the Trainer course.
2. Trainer to deliver DDCS Residential Services Training using the 40-hour DDCS Residential Service Curriculum to qualified agency staff.
3. Skills acquisition lab.
4. Trainer to attend the DDCS Alternative Living Orientation Population Specific Train the Trainer course.

DDCS Residential Training Reimbursement:

1. Reimbursement to agency AL providers for attending the DDCS Residential Services Training Train the Trainer course and for delivering the Residential Services Training to agency staff will follow the same rate structure as providers subject to the DDCS [Policy 6.02](#).
2. A one-time fee of \$7,200 for development of a skills acquisition lab upon receipt of signed attestation.

DDCS Alternative Living Orientation Population Specific Training Reimbursement:

Reimbursement to agency AL providers will follow the fee schedule located on the [DSHS Office of Rates Management \(ORM\)](#) website for attending the 6- hour Alternative Living Orientation Population Specific Train the Trainer course.

Look for the following service code in the Excel spreadsheet for the reimbursement rate: Service Code SA534 U1- AL Provider Training Wages.

The provider will be reimbursed by the Resource Manager. Payment can only be made after a contract is issued to the provider.

Residential Allowance Request

A client may need financial assistance from the department to meet basic living expenses. When a client qualifies under DDCS [Policy 6.11 Residential Allowance Request \(RAR\)](#), the department may use the agency to pass through the funds to the client. Typical scenario:

The department approves a RAR for the client because the client needs funds to pay for basic living expenses. The agency supports the client with an up-front payment or purchase, and the department reimburses the agency after receiving receipts.

Will your agency be able to assist a client with a pass-through payment? ☐ Yes ☐ No

DDCA Alternative Living Provider Forms (review each form below)

- [Alternative Living Service Plan and Progress Report form, DSHS 10-269](#)
- [Alternative Living Services Plan and Provider Progress Report Supplement to DSHS form, 10-269, and form DSHS 10-269A](#)
- [Service Verification and Attendance Record form DSHS 10-104B](#)
- [Companion Home and Alternative Living Services Incident Report form, DSHS 15-512](#)

Do you understand how and when to use the above forms? ☐ Yes ☐ No

Policy and Procedures, WACs

Review each DDCS policy and chapter WAC. Your agency's policies and procedures must adhere to DDCS policies and WACs below.

☐ Please attach your business policies and procedures.

DDA Policy 4.09	Alternative Living
DDA Policy 5.01	Background Check Authorizations
DDA Policy 5.14	Positive Behavior Support Principles
DDA Policy 5.15	Restrictive Procedures: Community
DDA Policy 5.17	Physical Intervention Techniques
DDA Policy 6.07	Possession of Weapons in DDA Funded Community Residential Programs
DDA Policy 6.09	Supporting End of Life Decisions for Clients Receiving Residential Services
DDA Policy 6.11	Residential Allowance Requests
DDA Policy 6.12	Incident Management and Reporting Requirements for Residential Services
DDA Policy 6.17	Remote Supports and Teleservice in Habilitation Services Providers

Policies are located at <https://www.dshs.wa.gov/dda/policies-and-rules/policy-manual>.

Review the following chapter's carefully for the minimum requirements for the applicant and any employees who will provide residential habilitation services. These chapters go over minimum age requirements, skill abilities, background check and training requirements, record keeping, mandatory reporting, and client rights. These chapters also may refer to additional DDCS WACs the provider is held to.

Chapters to review: [388-829A WAC](#), [388-829 WAC](#), [388-825A WAC](#) and [388-825 WAC](#).

If you have any questions regarding the WACs, or policies, list them below:

Describe how you plan to evaluate and update your policies.

How will your business promote client rights and help clients understand their rights?

DDCS providers must have a client grievance policy. Do you have a Client Grievance Policy that includes all components listed in WAC 388-823-1095? ☐ Yes ☐ No

DDCS providers are mandatory reporters per RCW 74.34. How will your business comply with mandatory reporting laws?

Your business must follow DDCS Policy 6.12 Incident Management and Reporting Requirements for Residential Providers. What is your process to handle incidents and what are your timelines for reporting incidents?

What is your internal quality assurance process to ensure you are meeting policy and WAC requirements, and that people receiving services are satisfied?

Please address at minimum:

- What is your process to review quarterly form DSHS 10-269, Alternative Living Plan and Provider Progress Report reports completed by staff?
- The provider must complete DSHS 10-104B, Service Verification and Attendance Record, monthly for each client. What is your service verification and attendance review process?

What experience have you had adhering to standards and responding to regulatory agencies, such as Adult Protective Services, Residential Care Services, Labor and Industries, Department of Health?

If approved for preliminary certification, what is your timeline to initiate services?

Additional Questions or Information for DDCS Staff

List any additional questions you have regarding becoming an agency AL provider and provide any other information you would like the DDCS to know.

Provider attestation

An Agency AL provider must have two staff that can provide residential habilitation services per definition of Agency AL found in WAC 388-829AA-010 to maintain certification and hold a contract as an Agency AL provider.

At initial application, based on your response to this form, your business plan, and follow up conversations with DDCS staff, preliminary certification and a contract may be issued for up to 120 days under WAC 388-825A-0030.

By signing below, you attest that if preliminary certification and an Agency AL contract are extended to you, if at initial certification you meet all other program and certification WACs, but are unable to meet WAC or contract requirements to continue as an Agency AL provider, your contract may be terminated by the DDCS division.

- You may request your contract to be terminated at any time for convenience.
- You may reapply.

You may apply as an Individual AL provider.

Applicant Signature

Date