



DEVELOPMENTAL DISABILITIES ADMINISTRATION  
Olympia, Washington

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

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Authority: RCW 71A.12 *Developmental Disabilities*  
Chapter 388-825 WAC *DDA Services*  
Chapter 388-845 WAC *DDA 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 Developmental Disabilities Administration (DDA) 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. DDA 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 DDA 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:
      - 1) Ability to account for and manage public funds in compliance with Generally Accepted Accounting Principles (GAAP.)
      - 2) Existing agencies must submit Certified Public Accountant reviewed or audited financial statements and/or federal audits if required; and
      - 3) Newly applying agencies, in addition to item 1) above, must be able to show cash reserves or a current line of credit to provide services for no less than two (2) months of services; and
    - c. Newly applying agencies must submit a projected budget for one (1) 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, RCW 74.15.030 and WAC 388-825. DDA requires the DSHS Background Check Central Unit (BCCU) be used to obtain background clearances. Child Development service providers 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 (1) staff member with two (2) 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 (1) year of experience with DDA Assistant Secretary 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); or
  - b. For a provider who serves twenty (20) or fewer DDA 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, residential provider, 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 DDA 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. DDA Policy 5.06, *Client Rights*;
    - d. DDA Policy 6.08, *Mandatory Reporting Requirements for Employment and Day Program Services Providers*;
    - e. DDA Policy 9.07, *HIV and AIDS*;
    - f. First Aid and CPR (current);
    - g. DDA Policy 4.11, *County Services for Working Age Adults*, as applicable; and
    - h. DDA Policy 15.03, *Community Protection Standards for Employment Program Services*, as applicable.
  2. **Within one (1) month of employment**, employees must have received training in the following:
    - a. DDA 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. DDA Policy 5.14, *Positive Behavior Support*, as applicable; and
- b. DDA Policy 5.15, *Use of Restrictive Procedures*, as applicable.

**PROCEDURES**

- A. Agencies applying for qualification will submit information to the county (or to DDA if contracting directly with DDA). 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 DDA 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 (1) year provisional contract. New applicants must demonstrate full compliance with the contract, including the Criteria for Evaluation at the end of one (1) year.
- 6. Providers will maintain qualification requirements as specified in this policy. Continuation of qualification will be based on performance and reviewed every two (2) years at a minimum.

**EXCEPTIONS**

No exceptions to this policy may be granted without the prior written approval of the DDA Assistant Secretary.

**SUPERSESION**

DDD Policy 6.13  
Issued July 1, 2011

Approved: /s/ Donald Clintzman  
Deputy Assistant Secretary  
Developmental Disabilities Administration

Date: July 1, 2015