

DEVELOPMENTAL DISABILITIES ADMINISTRATION  
Olympia, Washington

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TITLE: PROVIDER QUALIFICATIONS FOR INDIVIDUALIZED POLICY 6.21  
TECHNICAL ASSISTANCE

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Authority: [RCW 71A.12](#) *Developmental Disabilities - State Services*  
[Chapter 388-825 WAC](#) *DDA Services*  
[Chapter 388-845 WAC](#) *DDA Home & Community Based Services Waivers*  
[Chapter 388-850 WAC](#) *County Plan for Developmental Disabilities*

### **PURPOSE**

This policy establishes qualifications for providers of Individualized Technical Assistance (ITA) services.

### **SCOPE**

This policy applies to all providers of Individualized Technical Assistance (ITA) services who contract with the Developmental Disabilities Administration (DDA) or through counties as subcontractors under the state/county contract. These services provide assessment and consultation to the provider and client to identify and address existing barriers or progress towards employment or community participation.

### **POLICY**

- A. DDA shall have consistent qualification standards for all ITA service providers.
- B. ITA services provide the short-term, professional expertise needed to identify, address, and resolve barriers to employment or community participation for individuals.
- C. Service providers must meet all of the following qualifications:
  1. Have proof of criminal history background clearance in accordance with [RCW 43.43.830 through 845](#) and [RCW 74.15.030](#). Background checks are required in situations where there may be unsupervised contact with the client. DDA requires the DSHS Background Check Central Unit (BCCU) be used to obtain background clearances.

2. Exhibit ability, education, and/or experience to successfully develop and implement a plan for providing technical assistance that assists in removing any identified barrier(s) to employment or community participation.
3. Provide proof of the following:
  - a. Business license;
  - b. Professional certification or credentialing *as applicable*;
  - c. Insurance certificate; and
  - d. Debarment certification statement.
4. Provide proof of training or have confirmed knowledge of the following areas and administration policies as applicable:
  - a. Client confidentiality;
  - b. DDA Policy 5.06, *Client Rights*; and
  - c. DDA Policy 6.08, *Mandatory Reporting Requirements Services Providers*.
5. Providers will maintain qualification requirements as specified in this policy. Continuation of qualifications will be based on performance.
6. Counties may subcontract with professionals who demonstrate proof of qualifications.

### **EXCEPTIONS**

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

### **SUPERSESSION**

DDA Policy 6.21  
Issued September 4, 2012

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

Date: July 1, 2016