

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: APPLICATION AND CERTIFICATION FOR SUPPORTED LIVING, GROUP TRAINING HOMES, AND GROUP HOMES 6.23

Authority: [Title 71A RCW](#) *Developmental Disabilities*
[Chapter 71A.22 RCW](#) *Training Centers and Homes*
[Chapter 388-101 WAC](#) *Certified Community Residential Services and Supports*
[Chapter 388-101D WAC](#) *Requirements for Providers of Residential Services and Supports*

PURPOSE

This policy establishes the process for initial application and certification for prospective providers, and additional certifications for currently certified supported living, group training homes, and group homes.

SCOPE

This policy applies to entities applying for certification as a supported living provider, group home, or group training home. State operated residential options are not within the scope of this policy.

DEFINITIONS

Department means the Department of Social and Health Services.

Group Home is a certified residential service under chapters 388-101 and 388-101D WAC, which is also licensed as an Adult Family Home or Assisted Living Facility.

Group Training Home means a certified residential program under RCW 71A.22.020 and chapters 388-101 and 388-101D WAC.

Region means the three geographic service areas of the Department of Social and Health Services (DSHS). The DSHS Regions Map is available on the [DSHS website](#).

Supported Living is a contracted and certified residential service as described in chapters 388-101 and 388-101D WAC.

POLICY

- A. DDA has an open continuous enrollment for anyone who wishes to submit an application to become a qualified provider of supported living, group home or group training homes.
- B. DDA contracts with community residential services providers, who are certified by Residential Care Services (RCS) within the Aging and Long-Term Support Administration. The Business Analysis and Applications Unit (BAAU), within the Management Services Division (MSD), processes the applications for certification.

PROCEDURES

- A. Recruitment
 - 1. The Department posts its application process on the department websites at [DDA counties and provider information](#).
 - 2. When the DDA Community Residential Services Program Manager receives an inquiry from a prospective provider, the Program Manager:
 - a. Sends the applicant information on the provision of certified community residential services; and
 - b. Directs the prospective provider to the Department websites.
- B. Initial Certification
 - 1. To apply for initial certification, a provider must submit to BAAU a completed DSHS 15-389, Certified Community Residential Services and Support Initial Application, and the documents required by the application.
 - 2. When BAAU receives an application, BAAU tracks the progress of the receipt of information and:
 - a. Reviews DSHS 15-389, *Certified Community Residential Services and Support Initial Application*, for completeness and if incomplete, contacts applicant to request additional information;
 - b. Verifies the applicant's Adult Family Home or Assisted Living Facility license if applying to become a group home provider, and checks status of compliance;

- c. Verifies the applicant's Washington state business license;
 - d. Verifies the applicant's Employer Identification Number;
 - e. Processes the background checks and fingerprint checks, if required; and
 - f. Completes the financial assessment.
3. BAAU sends to the DDA Review Committee the applicant's:
- a. [DSHS 15-389](#), Certified Community Residential Services and Support Initial Application;
 - b. Letter of intent;
 - c. Copy of Adult Family Home or Assisted Living Facility License, when applying for Group Home certification;
 - d. Copy of Washington state business license;
 - e. Copy of the IRS-issued document showing the Employer Identification Number;
 - f. Background and fingerprint check results;
 - g. Mission statement;
 - h. Provider policies;
 - i. Organizational chart;
 - j. Job descriptions;
 - k. Business plan for financial solvency;
 - l. Administrator resume; and
 - m. Three professional references for the Administrator with their contact information.
4. When DDA receives the application and attachments from BAAU, the DDA review committee reviews the documents and determines if the applicant will be interviewed.
5. The DDA review committee consists of two DDA HQ staff, and three DDA field

services staff with representatives from various regions.

6. A DDA panel will interview successful applicants. The interview panel consists of representatives from the region or regions where the applicant intends to provide services. The interview panel may include the:
 - a. Regional Administrator or designee;
 - b. Resource Management Administrator;
 - c. Residential Services Program Manager or Residential Unit Manager;
 - d. Resource Manager or Resource Manager Supervisor; and
 - e. One member selected by the region.
7. After the interview, the DDA Residential Services Unit manager will notify BAAU in writing the recommendation regarding certification.
8. Upon receipt of DDA's recommendation, BAAU notifies the RCS CCRSS Field Manager and the RCS HQ Operations Office Chief of the recommendation.
9. If RCS approves the certification in the Facilities Management System (FMS) a certification number is generated and assigned.
10. After RCS approves the certification, BAAU prepares a letter and sends the recommendation to the RCS Director.
11. If certification is not approved by RCS, RCS will prepare a denial letter for signature by the RCS Director to notify the applicant that their application for certification has been denied. RCS will notify BAAU and DDA of the denial.
12. RCS issues a letter to the applicant with the results of certification and sends copies to the:
 - a. DDA Residential Program Manager;
 - b. DDA Residential Unit Manager;
 - c. DDA Regional Administrator;
 - d. DDA Office Chief;
 - e. RCS CCRSS Field Manager;
 - f. RCS Headquarters Operations Office Chief;
 - g. MSD Contracts Manager; and
 - h. MSD Applications Unit Manager.

C. Additional certifications of currently certified and contracted service providers

1. To request to expand services into a new county or to split services in a county into multiple certifications, a certified and contracted provider must submit to BAAU:

- a. An application;
 - b. The named administrator's resume;
 - c. An organizational chart that shows the Administrator;
 - d. Background Authorization form and fingerprint results for the Administrator; and
 - e. Contact information of three professional references for the named administrator.
2. BAAU processes the request and sends the application to DDA for review.
 3. DDA reviews the application, certification reviews, and statements of deficiency from the last two years and returns a recommendation to BAAU.
 4. Upon receipt of DDA's recommendation, BAAU notifies the RCS CCRSS Field Manager and the RCS HQ Operations Office Chief of the recommendation.
 5. After RCS approves the additional certification, BAAU prepares a letter and sends recommendations to the RCS Director.
 6. If RCS approves the additional certification, in FMS, a certification number is generated and assigned.
 7. If certification is not approved by RCS, RCS will prepare a denial letter for signature by the RCS Director to notify the applicant that their application for additional certification has been denied. RCS will notify BAAU and DDA of the denial.
 8. RCS issues a letter to the applicant with the results of certification and sends copies to the:
 - a. DDA Residential Program Manager;
 - b. DDA Residential Unit Manager;
 - c. DDA Regional Administrator;
 - d. DDA Office Chief;
 - e. RCS CCRSS Field Manager;
 - f. RCS Headquarters Operations Office Chief;
 - g. MSD Contracts Manager; and
 - h. MSD Applications Unit Manager.

D. Contracting with service providers

1. Before DDA may contract with a service provider, the service provider must:
 - a. Be certified by RCS;
 - b. Be selected by a client who has been assessed by DDA to need residential services; and
 - c. Accept the client for support services.
2. DDA issues a contract to the provider with a contract number.
3. A ProviderOne number is assigned to the provider for the contract, which allows the provider to receive authorized payments.
4. For providers who obtain an additional certification, DDA Resource Management will:
 - a. Issue a new contract to the provider with a new contract number; and
 - b. Inform affected clients and guardians of the certification and contract changes.

EXCEPTION

Any exception to this policy must have the prior written approval of an Office Chief or designee.

SUPERSESSSION

None.

Approved: /s/ Deborah Roberts
Deputy Assistant Secretary (Acting)
Developmental Disabilities Administration

Date: October 1, 2018