

DEVELOPMENTAL DISABILITIES ADMINISTRATION  
Olympia, Washington

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TITLE: INDIVIDUAL AND FAMILY SERVICES WAIVER POLICY 4.13

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Authority: [Chapter 388-825 WAC](#) *Developmental Disabilities Administration  
Service Rules*  
[Chapter 388-845 WAC](#) *DDA Home and Community Based Services  
Waivers*

Reference: [DDA Policy 4.14](#), *Community Guide and Community Engagement Services*  
[DDA Policy 5.19](#), *Positive Behavior Support for Children and Youth*  
[DDA Policy 5.20](#), *Restrictive Procedures and Physical Interventions with  
Children and Youth*

## **BACKGROUND**

In June 2015, the Developmental Disabilities Administration (DDA) implemented the Individual and Family Services (IFS) Waiver Program, a federal Medicaid 1915(c) Home and Community Based Services (HCBS) Waiver. The Waiver serves adults and children age three (3) or older, with intellectual and/or developmental disabilities, living in the family home with at least one (1) other family member. The intent of the IFS Waiver Program is to provide support and services to the family, centered on the needs of the client and the family.

## **PURPOSE**

This policy describes the Administration's expectations regarding the delivery of the four (4) new IFS Waiver services to enrolled IFS waiver clients and their families.

## **SCOPE**

This policy applies to all children and adults who receive DDA funded services through the IFS Home and Community Based Services Waiver and all providers of those services.

## **DEFINITIONS**

**Community Engagement** means a service that directly supports the client to more fully participate in desired community activities by developing skills that will facilitate integration

into their community. This service helps to connect clients to resources in their community, and once connected, supports clients to participate, interact, and integrate into the community.

**Expectant parent** means a DDA client who anticipates having a child within the next six (6) months.

**Peer Mentoring** means a service that provides in-person support and guidance to a client and family members of a client by a person with a shared experience. Peer mentors may explain community services and programs and suggest strategies to the client and family to achieve the client's goals.

**Person-Centered Plan Facilitation** means an approach to forming life plans that is centered on the individual. It is used as a life planning model to enable individuals requiring support to increase personal self-determination.

**Service Plan** means a Person-Centered Service Plan or an Individual Service Plan (ISP) that is a written plan for service delivery that identifies ways to meet a client's needs with the most appropriate services.

**Supported Parenting Services** mean professional services offered to clients of DDA who are parents or expectant parents. Services may include teaching, parent coaching, and other supportive strategies in areas critical to parenting, including child development, nutrition and health, safety, childcare, money management, time and household management, and housing.

## **POLICY**

The planning and delivery of IFS waiver services and supports shall address the client's needs and goals outlined in the client's Service Plan. All IFS waiver services (with the exception of respite care in some circumstances) shall be provided in integrated community settings.

### **A. Integrated Settings**

IFS waiver services shall be provided in settings having the following qualities. The setting shall:

1. Be integrated in and support full access to the greater community;
2. Be selected by the client from among setting options, including non-disability specific settings;
3. Ensure individual rights of privacy, dignity and respect, and freedom from coercion and restraint;
4. Optimize autonomy and independence in making life choices; and

5. Facilitate choice regarding services and who provides them.

**B. Person-Centered Services**

All services provided on the IFS waiver shall be consistent with the needs and goals outlined in each client's Service Plan.

**PROCEDURES**

**NEW IFS WAIVER SERVICES**

**A. Community Engagement**

1. Community Engagement services are services designed to support a client and to increase his or her connection to and engagement in formal and informal community supports.
2. Providers of this service shall support the client to increase or maintain his or her capacity for independence and develop opportunities for socialization.
3. This service can be short- or long-term.
4. This service is provided in the community, meaning locations that are separate and apart from the person's family home, other residential living arrangement and/or the home of a service provider.
5. Providers of this service may support clients to participate in a variety of desired activities, including (but not limited to) engagement in:
  - a. Volunteer opportunities;
  - b. Community classes;
  - c. Clubs and community groups;
  - d. Adult education and postsecondary education classes;
  - e. Recreational opportunities; and
  - f. Training and education in self-determination and self-advocacy.
6. Community Engagement pays for provider support, but does not cover any costs associated with the community activity. Any costs related to the activity are the responsibility of the client.

7. The expected result of this service is the client's increased participation in desired activities in the community. It may also include the possibility of fading of the service and less dependence on paid support as the client develops skills to participate in community activities with greater independence.

B. Peer Mentoring

1. Peer Mentoring services assist clients and their family member(s) in understanding various elements related to the experience of having a developmental disability or being the family member of a person who has a developmental disability.
2. This service is provided by an individual with a developmental disability, or a family member of an individual with a developmental disability, who chooses to receive training to assist his or her peers.
3. Examples of this service may include, but are not limited to:
  - a. Assistance with identifying potential opportunities for community participation, the development of desired social relationships, and the promotion of unpaid supports to address the client's needs in addition to paid services;
  - b. Providing parents (or other family members) with mentors to help problem solve and learn ways of accessing needed resources for the client, as well as self-help in providing continuing supports;
  - c. Assistance with navigating various systems such as Social Security, housing resources, medical care, educational support and advocacy, and transition services from education to employment; and
  - d. Support developing self-advocacy skills and working toward greater independence and self-determination.
4. Waiver services, including Peer Mentoring, cannot replace or duplicate other available paid or unpaid supports or services (WAC 388-845-0110 (6)). As an example, Peer Mentoring cannot replace a parent-to-parent service available in the community, rather, it must be in addition to any parent-to-parent services available in the community.
5. Individuals' need for this service is designed to decrease over time as community connections are developed and the family or client's skills increase.
6. The expected result is an increase in the opportunities for socialization, integration, personal growth, and the support of the family circle.

**C. Person-Centered Plan Facilitation**

1. Person-Centered Plan Facilitation services are services provided by a qualified facilitator to develop a written or illustrated Person-Centered Plan.
2. The Person-Centered Planning process uses an approach that keeps the person, in this case the DDA client, at the center of the conversation. The focus of the planning conversation is the client's strengths and interests. Principles of Person-Centered Planning include:
  - a. Valuing the client's choices;
  - b. Finding creative and imaginative support for those choices; and
  - c. Taking action to support those choices and help the client accomplish his or her goals.
3. The Person-Centered Plan Facilitator shall facilitate the initial plan meeting and follow-up with participants on their action items to support the client in accomplishing his or her goals and report the results to the Case Resource Manager.

**D. Supported Parenting**

1. Supported Parenting services are available for expectant parents and parents who are clients of DDA to assist them to develop parenting skills.
2. The identified provider of Supported Parenting services shall assist the client to identify goals related to parenting and develop skills to achieve those goals.
3. Supported Parenting is intended to provide DDA clients with additional support so that they may successfully care for their child(ren) in the family home.
4. Service may include teaching, parent coaching and other supportive strategies in areas critical to parenting, including child development, nutrition, health, safety, childcare, money management, time and household management and housing.

**EXCEPTION**

Any exception to this policy must have the prior written approval of the Deputy Assistant Secretary.

**SUPERSESSION**

None.

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

Date: December 1, 2015