



DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: COMMUNITY ENGAGEMENT SERVICES POLICY 4.14

Authority: [42 C.F.R. 441.301\(c\)\(2\)](#) *The Person-Centered Service Plan*
[42 C.F.R. 441.301\(c\)\(4\)](#) *Home and Community-Based Settings*
[42 C.F.R. 441.301\(c\)\(5\)](#) *Settings that are not Home and Community-Based*
[Chapter 388-825 WAC](#) *Developmental Disabilities Administration Service Rules*
[WAC 388-834-0040](#) *DDA Preadmission Screening and Resident Review*
[Chapter 388-845 WAC](#) *DDA Home and Community Based Services Waiver*

Reference: [DDA Policy 4.13](#) *Individual and Family Services Waiver*
[DDA Policy 5.25](#) *Integrated Settings: Promoting Community Integration through Long-Term Services and Supports*
[DDA Policy 16.01](#) *Responding to PASRR Referrals*
[DDA Policy 16.06](#) *Referring PASRR Clients for Community Transition*

BACKGROUND

Community Engagement is a service available in the Individual and Family Services (IFS), Basic Plus, and Core waivers, Preadmission Screening and Resident Review (PASRR), and the Roads to Community Living (RCL) grant.

PURPOSE

This policy establishes service delivery guidelines and service limits for Community Engagement.

SCOPE

This policy applies to providers contracted through DDA to provide Community Engagement as a paid service through the IFS, Basic Plus, and Core waivers, PASRR program, and the RCL grant. This policy also applies to case managers supporting clients receiving Community Engagement service.

DEFINITIONS

Case resource manager or **CRM** means the DDA case manager or PASRR assessor assigned to a client.

Client means a person who has a developmental disability as defined in RCW 71A.10.020 and has been determined DDA-eligible under [Chapter 388-823 WAC](#). For purposes of informed consent and decision-making requirements, the term “client” includes the client’s legal representative to the extent of the representative’s legal authority.

Community engagement means services that introduce and connect clients to community supports, resources and activities to help the client fully access their community for daily living needs or to reduce social isolation.

DDA assessment means the standardized assessment tool under Chapter 388-828 WAC used by DDA to measure the support needs of people with developmental disabilities.

HCBS waiver means federal home and community-based services waivers (HCBS), approved by the Centers for Medicare and Medicaid Services (CMS) under section 1915(c) of the Social Security Act as an alternative to Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID).

Legal representative means a person’s legal guardian, a person’s limited guardian when the subject matter is within the scope of the limited guardianship, a person’s attorney at law, a person’s attorney in fact, or any other person who is authorized by law to act for another person.

PASRR means Preadmission Screening and Resident Review, a process required by federal rule for clients referred to a Medicaid-certified nursing facility.

Person-centered service plan or **PCSP** means the DDA-developed document that identifies a client’s goals and assessed health and welfare needs. The person-centered service plan also indicates the paid services and natural supports that will help the client achieve their goals and address assessed needs.

Planned action notice or **PAN** is a legal document indicating services for which a client has been approved or denied.

Specialized habilitation means a service that encompasses individualized supports for clients to learn or maintain an identified life skill provided by a qualified contracted provider.

Teleservice means a remote service delivery method that uses a HIPAA-compliant technology system approved by DDA.

POLICY

- A. Community engagement introduces and connects a client to community supports, resources, and activities to help the client fully access their community for daily living needs or to reduce social isolation.
- B. All services provided must be consistent with the needs, goals, and interests outlined in the client's PCSP or PASRR assessment.
- C. For PASRR, the goal of community engagement is to help the client stay connected with, or gain connection to, their community.
- D. Community engagement may be provided:
 - 1. Individually; or
 - 2. In a small group of up to four clients who have the same or similar goals and interests.
- E. Examples of support approved under this service include:
 - 1. Assisting a client to find and secure an apartment or home, setting up utilities, or communicating with a landlord;
 - 2. Helping a client sign up for, attend or participate in local groups (e.g., church, senior centers, social groups, community college) or public community resources (e.g., the library, post office, and public transportation);
 - 3. Helping a client participate in community activities like going to the mall, movie theatre, restaurant, or park to learn skills naturally through experience.
- F. Community engagement must be provided in a community setting. If skill development goals that will be generalized across settings are requested by the client, the CRM should evaluate whether specialized habilitation is a more appropriate service match.

PROCEDURES

- A. Person-Centered Service Plan Guidelines
 - 1. The CRM must identify a client's need for community engagement in the PCSP either during the DDA assessment or as requested by the client.

2. If the client requests assistance contacting a community engagement provider, the CRM must verify a current, signed consent form is in the client's file before contacting the provider.
3. After the client selects a provider and they identify the unmet need that will be addressed by community engagement, the CRM must:
 - a. Verify that the provider has a current contract in "signed" status in the Agency Contracts Database (ACD);
 - b. Add the provider's contact information to the client's collateral contacts in CARE; and
 - c. Add community engagement to the client's PCSP or PASRR plan.
4. After adding community engagement to a client's PCSP or PASRR plan, the CRM must send a PAN indicating the approval date.
5. The CRM must obtain a signed PCSP from the client before authorizing services with the identified provider.
6. The CRM must inform the client and provider that services are approved and when they may begin.

B. Provider Requirements for Service Delivery

1. On a quarterly basis, the provider must submit to the CRM a progress report that records times and dates services were provided with a brief synopsis of what they have been working on with the client.
2. The provider must work within the context of their contract and professional ability and refer out if:
 - a. The client needs support outside of the scope of community engagement; or
 - b. The client's needs exceed what can be met through Community Engagement services.
3. If a referral is necessary due to imminent danger of the client or caregiver, the provider must initiate the referral and notify DDA within two hours of the referral.

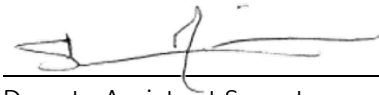
EXCEPTION

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

SUPERSESION

DDA Policy 4.14, *Community Engagement Services*
Issued October 1, 2020

Approved:



Deputy Assistant Secretary
Developmental Disabilities Administration

Date: May 15, 2023