

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: PROGRAM DEVELOPMENT CONTRACTS 6.14

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*
[Chapter 388-826 WAC](#) *Out-of-Home Services*
[Chapter 388-829A WAC](#) *Alternative Living*
[Chapter 388-829R WAC](#) *Overnight Planned Respite Services*
[Chapter 388-833 WAC](#) *Intensive Habilitation Services for Children*

PURPOSE

This policy establishes a process for the Developmental Disabilities Administration (DDA) to contract with providers authorized to receive program development support.

SCOPE

This policy applies to employees at DDA and the Management Services Division (MSD) who process program development contracts for the following providers:

- Agency alternative living providers
- Crisis diversion service providers
- Enhanced respite service providers
- Group home providers
- Group training home providers
- Intensive habilitation services for children providers
- Overnight planned respite service providers
- Staffed residential home providers
- Supported living agency providers

DEFINITIONS

Capital asset means a long-term asset with a useful life longer than a year and depreciation is expensed. Examples include land, buildings, equipment, patents, and franchises.

Designated program contact means the lead who works with the Key Contract Coordinator to develop the program development contract.

Key Contract Coordinator means the DDA contact person within the Management Services Division.

Region means one of DDA's three geographic service areas.

POLICY

- A. When there is a demonstrated exceptional need, DDA may reimburse provider expenses under a program development contract.
- B. DDA may approve reimbursement to a provider through a program development contract if:
 - 1. Funding is available; and
 - 2. DDA determines the request is based on an exceptional need.
- C. DDA may reimburse a provider for all or a portion of the costs associated with:
 - 1. Expenses related to recruitment and hiring of employees;
 - 2. Mandatory training of direct support professionals necessary for onboarding employees before they begin providing services;
 - 3. Obtaining equipment;
 - 4. Purchasing furniture and household items used in staffed residential homes, overnight planned respite service settings, or crisis diversion bed settings;
 - 5. Environmental or structural adaptations necessary to meet health and welfare needs, including accessibility in a provider-owned or leased home.
- D. DDA will not reimburse a provider for the cost of an administrator's salary or a capital asset.

- E. The program development contract must be signed before work starts or before purchases are made.
- F. Expenses are reimbursed upon receipt of proof of completed work or purchases made.
- G. The work must begin no more than 90 days after the contract start date and must be complete before the contract end date.
- H. Client-specific reimbursement requests for adults are under the scope of [DDA Policy 6.11](#), *Residential Allowance Requests*, or through the client's home and community-based services waiver.
- I. DDA will consider a program development contract for a children's provider when the provider's policies and procedures have been approved by licensing. DDA cannot execute a program development contract without receiving a copy of the finalized license.

PROCEDURES

- A. To request a program development contract, prospective provider must submit a written request to the designated program contact.
 - 1. Supported living – Resource manager administrator
 - 2. Agency alternative living – Resource manager administrator
 - 3. Group training home – Resource manager administrator
 - 4. Group home – Resource manager administrator
 - 5. Staffed residential home – Out-of-home service resource manager
 - 6. Overnight planned respite services – Headquarters respite coordinator
 - 7. Crisis diversion services – Regional clinical team manager
- B. The request must include:
 - 1. A list of anticipated program development expenses;
 - 2. A justification for each expense;
 - 3. The estimated cost of each expense; and
 - 4. The date the provider expects to begin delivering services.
- C. The designated program contact reviews the request with their Headquarters Unit Manager and Key Contract Coordinator to:
 - 1. Determine if DDA supports the request; and
 - 2. Discuss timelines and determine the contract type.

- D. The provider must submit a list of costs to the designated program contact, including competitive bids, if required by the contract type.
1. For overnight planned respite services, the designated program contact and Headquarters Unit Manager makes a recommendation to the Office Chief about whether or not to approve the request.
 2. For all other program settings, the designated program contact and Headquarters Unit Manager makes a recommendation to the Regional Administrator and Office Chief. In consultation with the Office Chief, the Regional Administrator makes the final decision on the request.
- E. If the request is approved, the Key Contract Coordinator:
1. Works with the designated program contact to develop the statement of work for the program development contract;
 2. Obtains a contract signature from the provider and works within the DSHS contracts unit to obtain DSHS counter signature;
 3. Distributes the executed contract to the designated program contact and the provider for their records; and
 4. Forwards the executed contract to the Payment Systems Unit Manager or designee.
- F. The Payment Systems Unit Manager or designee coordinates authorization of the provider's reimbursement and notifies the designated program contact when the reimbursement has been authorized.
- G. The designated program contact must ensure that receipts and records are maintained in the contract file based on the State Government General Records Retention Schedule.
- H. The provider must retain receipts and records for six years documenting the actual cost of all program development activities authorized and follow other terms and conditions of the contract.

EXCEPTION

Any exception to this policy must have prior written approval from the Deputy Assistant Secretary or designee.

TITLE:

PROGRAM DEVELOPMENT CONTRACTS

6.14

SUPERSESION

DDA Policy 6.14, *Adult Residential Program Development*
Issued November 15, 2020

Approved:



Deputy Assistant Secretary
Developmental Disabilities Administration

Date: December 15, 2023