

DEVELOPMENTAL DISABILITIES ADMINISTRATION  
Olympia, Washington

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TITLE: PROVIDER QUALIFICATIONS FOR INDIVIDUALIZED TECHNICAL ASSISTANCE POLICY 6.21

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Authority: [Chapter 71A.12 RCW](#) *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 providers of ITA services who contract with the Developmental Disabilities Administration (DDA) or who contract with counties as subcontractors under the state or county contract.

### DEFINITIONS

**Benefits planner** means a qualified consultant who provides information about the potential impact work has on benefits like medical, financial, housing, food, etc.

**Individualized technical assistance** means services that provide assessment and consultation to the provider and client to identify and address existing barriers or progress towards employment or community inclusion goals.

**Provider** means an ITA consultant.

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**Washington state training** means comprehensive training on state-specific benefits topics. The nine-hour training is through the Washington Initiative for Supported Employment (WISE) and covers:

- Washington State Systems Overview;
- Food, Cash, and Other Assistance;
- Resource and Savings Strategies;
- Benefits Related to Work Suspension and Loss; and
- Medicaid and Medicare Savings Programs.

### POLICY

- A. ITA services provide short-term, professional expertise needed to identify, address, and resolve a client's barriers to employment or community inclusion goals.
- B. To be a qualified provider of ITA services, a provider must:
1. Have proof of criminal history background check 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. NOTE: Background checks must be completed through the DSHS Background Check Central Unit.
  2. Exhibit the ability, education, or experience necessary to successfully develop and implement a plan for providing ITA.
  3. Provide proof of:
    - 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, *Incident Management and Reporting Requirements for County and County Contracted Providers*.

C. Benefit planner's specific qualifications include

1. Cornell Certification, Washington State training, 60 hours Continuing Education Units over 5-year period logged in and approved by Cornell; or
2. Virginia Commonwealth University (VCU) Initial Training, Washington State training, 18 Continuing Certification Credits annually (15 from VCU); or
3. Other recognized certification, Washington State training, 60 hours Continuing Education Units over 5-year period logged in and approved.
5. Counties may subcontract with professionals who demonstrate proof of qualifications listed above, excluding benefit planning where resources already exist.

**EXCEPTIONS**

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

**SUPERSESSION**

DDA Policy 6.21, *Provider Qualifications for Individualized Technical Assistance*  
Issued July 1, 2016

Approved:           /s/: Shannon Manion           Date: January 1, 2023  
Deputy Assistant Secretary  
Developmental Disabilities Administration