

DEVELOPMENTAL DISABILITIES ADMINISTRATION  
Olympia, Washington

---

TITLE: REQUEST FOR OUT-OF-HOME SERVICES 4.10

---

Authority: [Chapter 71A RCW](#) *Developmental Disabilities*  
[Chapter 71A.28 RCW](#) *Out-of-Home Services*  
[Chapter 388-826 WAC](#) *Out-of-Home Services*  
[Chapter 182-513 WAC](#) *Client Not in Own Home*  
[Chapter 388-106 WAC](#) *Long-Term Care Services*  
[Chapter 388-845 WAC](#) *DDA Home and Community Based Services Waivers*

**BACKGROUND**

Chapter 71A.28 RCW states that “it is the intent of the legislature that, when the sole reason for out-of-home services is the child's developmental disability, such services be offered by the [Department of Social and Health Services] to these children through a person-centered service planning process and in accordance with [Chapter 388-826 WAC].”

Out-of-home services (OHS) provide residential habilitation services for a child in a qualified setting outside of the child's family home that is agreed to by the child's parent or legal guardian. OHS does not include education or services covered by the Medicare, Medicaid State Plan, or private insurance.

When a client receives out-of-home services, the client’s parent or legal guardian continues their custodial responsibilities and signs the client’s person-centered service plan to authorize the licensed or certified provider to implement the plan.

**PURPOSE**

This policy establishes procedures for responding to requests for Out-of-Home Services (OHS) by families of children and youth enrolled with the Developmental Disabilities Administration (DDA).

**SCOPE**

This policy applies to Field Services Staff working with families requesting OHS.

**DEFINITIONS**

**CRM** means the DDA Case Resource Manager.

**Family** means one or more of the following relatives: Spouse or registered domestic partner; natural, adoptive, or stepparent; grandparent; child; stepchild; sibling; stepsibling; uncle; aunt; first cousin; niece; or nephew.

**Parent or legal guardian** means a biological or adoptive parent, guardian, or legal custodian with legal authority to make decisions on behalf of the child regarding healthcare and public benefits.

**POLICY**

OHS is intended to complement other supports and services available to the child and maintain the relationship between the child and their family while the child is not living in the family home.

**PROCEDURES**

- A. When a parent or legal guardian requests OHS, the CRM must:
1. Meet with the client and parent or legal guardian to ensure the DDA assessment accurately reflects the client's unmet health and welfare needs. The DDA assessment must document all paid and unpaid services, including private insurance and Medicaid-funded resources.
  2. Review services and benefits for which the client is eligible, such as:
    - a. Medically necessary health care benefits available through the client's private insurance or Medicaid; and
    - b. Home and community-based waiver services.
  3. Develop a plan based upon the process outlined in (2) above and work with the family to identify objectives.
  4. Meet with their supervisor and the regional OHS Coordinator to discuss the family's request for out-of-home services.
- B. The regional OHS Coordinator must meet with the client, the client's parent or legal guardian, and the CRM to provide a comprehensive overview of the program.
- C. The OHS Coordinator or designee must obtain the parent or legal guardian's signature on

[DSHS 10-277](#), *Request for Children's Out-of-Home Services*.

1. Unless there is a dispute between parents with shared decision making, a signature from only one parent is sufficient on DSHS 10-277. If such a dispute arises, the CRM must elevate the situation to a supervisor.
2. The OHS Coordinator must sign and date DSHS 10-277 and send a copy to the Central Office Children's Residential Services Program Manager.
3. The Central Office Children's Residential Services Program Manager must document the OHS request in CARE.
4. The CRM will:
  - a. Complete a Core waiver enrollment request in CARE or request enrollment in the Roads to Community Living (RCL).
  - b. Maintain the original, signed DSHS 10-277 in the client's file;
  - c. Send a copy of signed DSHS 10-277 to the parent or legal guardian; and
  - d. If applicable, send a copy of signed DSHS 10-277 to the OHS Coordinator.
5. The OHS Coordinator must review eligibility criteria under WAC 388-826-0010 and available regional funding allotments for residential habilitation services.

### **EXCEPTIONS**

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

### **SUPERSESSION**

DDA Policy 4.10, *Voluntary Placement Services*  
Issued January 15, 2014

Approved: Shannon Manion  
Deputy Assistant Secretary  
Developmental Disabilities Administration

Date: October 15, 2021