

3. Have a history of working cooperatively with community-based organizations, including employers, the DSHS Division of Vocational Rehabilitation (DVR) and schools;
4. Demonstrated methods for providing services based on individual needs as outlined in a client's plan;
5. Commitment to support integration of individuals with developmental disabilities with people without disabilities;
6. The administrative capabilities necessary to safeguard public funds, including maintaining books, records, documents and other materials relevant to the provision of goods and services;
7. A management system that provides for systematic accumulation, filing, and retention of timely reports for department and/or federal audits; and
8. Employment and training of personnel who meet the requirements described in the Procedures section.

PROCEDURES

Employment and Day Program services providers will employ individuals who are 18 years of age or older and ensure that the following requirements are met for each employee:

1. Hold a current valid credential (in Washington State) prior to employment if the position requires the employee to be licensed, registered, or certified under Washington State law.

Note: The Infant Toddler Early Intervention Program (ITEIP) has the responsibility to assure that Early Intervention – Family Resources Coordination service providers are qualified.
2. Have proof of criminal history background clearance in accordance with RCW 43.43.830 and RCW 74.15.030.
3. Receive the following training within the required timeframes:
 - a. **Prior to working with clients**, staff must have knowledge of and receive training in the following areas:
 - 1) Client confidentiality;

- 2) Current individual work and support plans for each client with whom the employee works;
 - 3) DDD Policy 4.11, *Working Age Adult* (adult services only);
 - 4) DDD Policy 5.06, *Client Rights*;
 - 5) DDD Policy 5.13, *Protection from Abuse: Mandatory Reporting*;
 - 6) DDD Policy 12.01, *Incident Management*; and
 - 7) Demonstrated competencies, including:
 - a) Values that support the abilities of individuals;
 - b) Effective communication skills (i.e., the ability to listen carefully and to make one's self understood;
 - c) Planning methods; and
 - d) Crisis prevention and intervention.
- b. **Within one month of employment**, staff must have received training in the following DDD policies:
- 1) Policy 3.01, *Service Plans*;
 - 2) Policy 5.03, *Client Complaints*;
 - 3) Policy 5.17, *Physical Intervention Techniques*;
 - 4) Policy 15.03, *Community Protections Standards for Employment/Day Programs*; and
 - 5) All reporting requirements related to these policies.
- c. **Within six (6) months of employment**, staff must have received training in the following:
- 1) DDD Policy 5.02, *Necessary Supplemental Accommodation*;
 - 2) DDD Policy 5.14, *Positive Behavior Support*;
 - 3) DDD Policy 5.15, *Use of Restrictive Procedures*;
 - 4) DDD Policy 9.07, *HIV and AIDS*; and

- 5) Program skill development.

EXCEPTIONS

No exceptions to this policy may be granted without the prior written approval of the Division Director.

SUPERSESSION

DDD Policy 6.13
Rescinded June 30, 2008

Approved: /s/ Linda Rolfe
Director, Division of Developmental Disabilities

Date: July 1, 2009