

DEVELOPMENTAL DISABILITIES ADMINISTRATION  
Olympia, Washington

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TITLE: PROGRAM DEVELOPMENT CONTRACTS 6.14

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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](#) *Voluntary Placement Services*

### **PURPOSE**

This policy establishes a process for DDA to contract with providers authorized to receive program development support.

### **SCOPE**

This policy applies to employees at the Developmental Disabilities Administration (DDA) and the Management Services Division (MSD) who process program development support contracts within the following settings:

- Supported Living;
- Group Training Home;
- Group Home;
- Licensed Staffed Residential;
- Certified Overnight Planned Respite Program; and
- Crisis Diversion Bed.

### **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 children’s residential resource manager, resource manager administrator, or central office program lead who works with the Key Contract Coordinator to develop the program development contract.

**Financially solvent** means having enough capital and assets to pay one’s debts, cover one’s liabilities, and obtain a line of credit when needed.

**Region** means the three geographic service areas of the Department of Social and Health Services (DSHS).

### **POLICY**

- A. When there is a demonstrated exceptional need, DDA may reimburse provider expenses under a program development contract. A provider is expected to be financially solvent and expected to meet their own administrative, operating, and program development costs.
- 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 licensed staffed residential facilities, 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 contract must be signed before work starts or before the service is provided.
- F. Expenses are reimbursed upon receipt of proof of completed work.
- G. The work must begin at least 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. For a provider delivering services in a facility setting, the provider must obtain required licensure before DDA will consider entering a program development contract with the provider.

### **PROCEDURES**

- A. To request a program development contract, the provider must submit a written request to the designated program contact.
- 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 the 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 OPRS, the designated program contact 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 Unit Manager present the request 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. Proposal receipts and records are maintained based on retention schedule in the contract file.
- 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.

**SUPERSESION**

DDA Policy 6.14, *Adult Residential Program Development*  
Issued April 15, 2013

Approved:   
Deputy Assistant Secretary  
Developmental Disabilities Administration

Date: November 15, 2020