



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: PROVIDER QUALIFICATIONS FOR INDIVIDUALIZED TECHNICAL ASSISTANCE POLICY 6.21

Authority: [RCW 71A.12](#) *Developmental Disabilities - State Services*
[Chapter 388-825 WAC](#) *DDD Services*
[Chapter 388-845 WAC](#) *DDD 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 all providers of Individualized Technical Assistance (ITA) services who are contracted with the Division of Developmental Disabilities (DDD) or through counties as subcontractors under the state/county contract. These services provide assessment and consultation to the employment provider and client to identify and address existing barriers to employment.

POLICY

- A. DDD shall have consistent, uniform qualification standards for all counties and county subcontracted ITA service providers.
- B. ITA services provide the short term, professional expertise needed to identify, address and resolving the barriers to employment for individuals.
- C. The client's Case Resource Manager (CRM) will identify the area of professional expertise that the client needs assistance with and will document the need in the client's Individual Support Plan (ISP).
- D. Service providers must meet all of the following qualifications:

1. Have the ability to comply with all contractual requirements.
2. Have proof of criminal history background clearance in accordance with [RCW 43.43.830 through 845](#) and [RCW 74.15.030](#). DDD requires the DSHS Background Check Central Unit (BCCU) be used to obtain background clearances.
3. Exhibit ability, education, or experience to successfully develop and implement a plan for providing technical assistance that assists in removing the employment barrier identified.
4. Provide assurance that potential conflicts of interest will not arise. Such a conflict will arise when the Individualized Technical Assistance provider is a legal representative, a family member, a current service provider or other decision maker for the client. In this situation, the provider must document the measures taken specific to the situation to assure that a conflict of interest does not exist.
5. Provide proof of training or have confirmed knowledge of the following areas and division policies as applicable:
 - a. Client confidentiality;
 - b. DDD Policy 5.06, *Client Rights*;
 - c. DDD Policy 6.08, *Mandatory Reporting Requirements Services Providers*;
 - d. DDD Policy 4.11, *County Services for Working Age Adults*;
 - e. DDD Policy 15.03, *Community Protection Standards for Employment and Day Program Services*;
 - f. DDD Policy 5.17, *Physical Intervention Techniques*;
 - g. DDD Policy 5.14, *Positive Behavior Support*; and
 - h. DDD Policy 5.15, *Use of Restrictive Procedures*.

PROCEDURES

- A. The professional applying for qualification will submit information to the county (or to DDD if contracting directly with DDD). Information must include all of the following:
 1. Contact information, including:

- a. Name of individual or entity;
 - b. Street address;
 - c. City;
 - d. County;
 - e. State; and
 - f. Zip code.
2. Identification of the type of professional service.
 3. Responses to all items outlined in Policy section D above.
 4. The following exhibits:
 - a. Business license;
 - b. Professional certification or credentialing *as applicable*;
 - c. Resume demonstrating expertise;
 - d. Insurance certificate; and
 - e. Debarment certification statement.
 5. Providers will maintain qualification requirements as specified in this policy. Continuation of qualification will be based on performance.

EXCEPTIONS

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

SUPERSESSON

None

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

Date: September 4, 2012