# Developmental Disabilities Administration

## Fact Sheets

### Getting Started:

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Guide to Eligibility, Supports &amp; Services</td>
<td>2</td>
</tr>
<tr>
<td>DDA Eligibility &amp; Services Guide</td>
<td>4</td>
</tr>
<tr>
<td>Road Map to Services &amp; Supports</td>
<td>16</td>
</tr>
<tr>
<td>How to call the Social Security Administration</td>
<td>18</td>
</tr>
<tr>
<td>Request for Exception to Policy</td>
<td>20</td>
</tr>
<tr>
<td>Continuum of Care for Children Ages 0-18</td>
<td>22</td>
</tr>
<tr>
<td>Community First Choice</td>
<td>23</td>
</tr>
<tr>
<td>Child Developmental Services</td>
<td>25</td>
</tr>
<tr>
<td>No-Paid Services Caseload</td>
<td>26</td>
</tr>
</tbody>
</table>
Our Mission
Transforming lives by providing support and fostering partnerships that empower people to live the lives they want.

Our Values
Respect gained through positive recognition of the importance of all individuals;
Person-Centered Planning to support each person to reach his or her full potential;
Partnerships between DDA and clients, families and providers, in order to develop and sustain supports and services that are needed and desired;
Community Participation by empowering individuals with developmental disabilities to be part of the workforce and contributing members of society.

Our Vision
Supporting individuals to live in, contribute to, and participate in their communities;
Continually improving supports to families of both children and adults;
Individualizing supports that will empower persons with developmental disabilities to realize their greatest potential;
Building support plans based on needs and strengths of the individual and family;
Engaging individuals, families, local service providers, communities, governmental partners and other stakeholders to continually improve our system of supports.

Contact us
Visit us online: dshs.wa.gov/dds/service-and-information-request
Find an office: dshs.wa.gov/9114/data/find-an-office
Call us:

<table>
<thead>
<tr>
<th>Counties</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chelan, Douglas, Ferry, Grant, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens</td>
<td>(800) 319-7116</td>
</tr>
<tr>
<td>Adams, Asotin, Benton, Columbia, Franklin, Garfield, Grant, Kittitas, Kittapatte, Walla Walla, Whitman, Yakima</td>
<td>(866) 715-5646</td>
</tr>
<tr>
<td>Island, San Juan, Skagit, Snohomish, Whatcom</td>
<td>(800) 567-5582</td>
</tr>
<tr>
<td>King</td>
<td>(800) 914-4428</td>
</tr>
<tr>
<td>Klickitat, Pierce</td>
<td>(800) 735-6740</td>
</tr>
<tr>
<td>Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Skamania, Thurston, Wahkiakum</td>
<td>(888) 707-1202</td>
</tr>
</tbody>
</table>

Washington State Department of Social & Health Services
Transforming Lives
Doors 23-722 86th Av S, Seattle, WA 98112

A Guide to Eligibility, Supports and Services

Developmental Disabilities Administration

2023 Advocate’s Notebook—The Arc of Washington State 888.754.8798
DDA eligibility
Apply for Developmental Disability Administration (DDA) eligibility if you or your child have one of the conditions below.

<table>
<thead>
<tr>
<th>Eligibility by age</th>
<th>0-3 years</th>
<th>4-9 years</th>
<th>10-17 years</th>
<th>18 and over</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Developmental Delay</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three or more Developmental Delays</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intellectual Disability</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Cerebral Palsy</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Epilepsy</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Autism</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Another neurological or other condition similar to Intellectual Disability</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

To be found DDA eligible you must:
- Be a Washington state resident,
- Have evidence of a qualifying developmental disability that began before age 18, and
- Have evidence of substantial limitations.

Learn more about DDA eligibility at: www.dshs.wa.gov/dda/consumers-and-families/eligibility

What are some of the services DDA offers?
- Early intervention for children birth to three
- Personal care and relief care
- Respite care
- Skills acquisition training
- Assistive technology
- Personal emergency response
- Caregiver management training
- Community transition services
- Nurse delegation
- Employment supports
- Community access
- Home and vehicle modifications
- Equipment and supplies
- Specialized clothing
- Counseling and behavior support
- Nursing
- Community engagement
- Residential services
- Crisis prevention, intervention and stabilization services
- Person-centered planning
- Supported parenting for the client
- Peer mentoring

Participation in DDA services is voluntary
DDA strives to implement public policies that will promote individual worth, self-respect, and dignity so each individual is valued as a contributing member of the community. State and federal funds are used to provide supports and services for the eligible person and their families. Resources are limited and needed services may not always be available.

Access to services depends on:
- Meeting eligibility requirements for a specific service
- An assessed need for the service, and
- Available funding for the service

Frequently asked questions
How do I apply for DDA eligibility or if I am already a DDA client, how do I request services?
Call us at one of the numbers in the brochure or go online at: www.dshs.wa.gov/dda/service-and-information-request.

How do I find a provider?
Answer: Contact your case manager. They can give you lists of qualified providers or offer search tools to locate qualified providers in your area.

Does DDA offer crisis/emergency services?
If you are in the process of applying for DDA eligibility, DDA may be able to assist with information referral and access to some services while your application is being reviewed. If you are already DDA eligible, contact your case manager.

What support is available for children under age three?
Early intervention is provided as part of the Early Supports for Infants and Toddlers program in partnership with the Department of Early Learning and local lead agencies. To learn more call the Family Health Hotline at (800) 322-2588 or go online at: ParentHelp211.org. Ask your case manager if other services may be available.

For more information, visit the DDA website at: www.dshs.wa.gov/dda
Contents

Washington state’s definition of developmental disability ...................... 1

Eligibility .................................................................................................. 2 - 5

Community First Choice ................................................................. 6

DDA Waivers ....................................................................................... 9

Waiver services overview .............................................................. 13
Basic eligibility determination process

1. Applicant or legal representative submits required documents and evidence for determination

   *Application Contents:*
   - Request for DDA Eligibility Determination (14-151)
   - Consent (14-012)
   - Notice of Privacy Practices for Client Confidential Information (03-387)
   - Eligible Conditions Specific to Age and Type of Evidence (14-459)

2. DDA Case Resource Manager evaluates evidence
   - Evidence of disability onset before age 18
   - Evidence of a qualifying condition
   - Evidence of substantial limitation

3. Notification of decision is sent to applicant and representative
Expiration and reviews

Eligibility expires:
- On the 4th birthday
- On the 10th birthday if eligible under developmental delay

Reviews
- At age 19 if the last determination was before age 16
- When there is evidence of insufficient, mistaken, or fraudulent information
- On the 20th birthday if the current eligibility determination relied on evidence of academic delays in Broad Reading and Broad Mathematics

Termination
- If you are no longer a resident of the State of Washington
- If you request it
Community First Choice (CFC): An Entitlement Program

You are eligible if you are:

- Medicaid Eligible; and
- Functionally Eligible as determined by the DDA CARE assessment

CFC Services

- **Personal Care** provides assistance with everyday tasks like bathing, dressing, or managing your medication. If you are eligible, you choose a qualified caregiver. DSHS pays for background checks and basic caregiver training for all qualified caregivers.

- **Skills Acquisition Training** is available for you to become more independent with your daily personal care tasks. You may use some of your personal care hours or your state fiscal year annual limit to purchase Skills Acquisition Training to have a caregiver teach you how to do some personal care tasks. Your paid caregiver can ONLY help you learn the following tasks:
  - Cooking and meal preparation
  - Shopping
  - Housekeeping tasks
  - Laundry
  - Bathing (excludes any transfer activities)
  - Dressing
  - Application of deodorant
  - Washing hands and face
  - Washing, combing, styling hair
  - Application of make-up
  - Shaving with an electric razor
  - Brushing teeth or care of dentures
  - Menses care
- **Assistive Technology** including equipment and other items, can help you complete tasks without the help of another person or be more independent with daily tasks.

To get assistive technology, you may need a professional recommendation on what item is best for you to increase your independence. The professional will recommend the right technology and may help you learn how to use it once you get it.

Assistive technology is purchased using your state fiscal year annual limit.

### CFC Choice of Providers

- **Individual Provider**
- **Agency Provider**
- **Assisted Living**
- **Adult Family Home**
Waiver eligibility

- The person must be functionally and financially eligible for Medicaid, and determined to meet federal disability criteria, which includes going through a Social Security Disability Determination.

- Financial eligibility is determined by a Long Term Care Application. DDA Case Resource Managers can assist you in contacting the LTC team or you can call directly at 1-855-873-0642 (you will need your ACES ID or Social Security number).

- Functional eligibility is determined by the DDA CARE Assessment.

5 DDA Waivers

<table>
<thead>
<tr>
<th>Individual and Family Services (IFS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Intensive In-Home Behavior Supports (CIIBS)</td>
</tr>
<tr>
<td>Basic Plus (B+)</td>
</tr>
<tr>
<td>Core</td>
</tr>
<tr>
<td>Community Protection (CP)</td>
</tr>
</tbody>
</table>

*People can only be on one waiver at a time.*
CORE Waiver

The CORE Waiver is intended to support individuals who are at immediate risk of out of home placement and whose needs cannot be met on the IFS or Basic Plus Waiver to:

- Provide residential habilitation supports.
- Offer services based on need and to not exceed the daily cost of an Intermediate Care Facility.

Community Protection Waiver

The Community Protection Waiver is intended to support individuals who require supports to keep their community safe:

- Offers habilitative residential supports for individuals who meet criteria and agree to participate in the community protection program.
- The limit of services is based on need and may not meet or exceed the cost of an Intermediate Care Facility.
Extermination of Bed Bugs (B+, CORE and CP Waivers)

Extermination of *cimex lectularius* (bedbugs) is the professional extermination of bedbugs.

DDA covers professional extermination of bedbugs in the waiver participants’ primary residence if the waiver recipient:

a) Lives in their own private house or apartment and are responsible for their own rent or mortgage; or

b) Lives with a non-relative primary caregiver.

Extermination services only cover: assessment or inspection by qualified provider, application of chemical-based pesticide or heat treatment and one follow-up visit.

*On September 1, 2017 Washington State became the first state in the nation to offer Chemical Extermination of Bed Bugs.*

Community Engagement (IFS, Basic Plus and CORE Waivers Only)

A service to increase your connection to and engagement in community supports.

- Expected outcomes of this service include skill development and/or development of positive relationships.

- A community engagement provider provides supports for you while you participate in community activities. *(does not pay for the cost of the activity)*

- Examples may include: Support a person to learn a new bus route, go to a community center activity, or find an apartment or attend social groups.
Music Therapy
(CIIBS Waiver Only)

Musical interventions to promote progress on individual goals.

Peer Mentoring
(IFS Waiver Only)

Peer mentors utilize their personal experiences to provide support and guidance to the waiver participant and/or the family according to the identified need.

Examples may include:
Support to access local community services, programs and resources and provide answers to participants’ questions or suggest other sources of support.

Peer mentors cannot mentor their own family members.

Person Centered Plan Facilitation
(IFS Waiver Only)

A planning process which looks at the person’s strengths, needs, and desires.

It uses purposeful discovery processes to gather information and listen to a person. Discovery helps identify what’s important to a person and how they would like to address what is important for them. This planning process results in an action plan that is developed to help the person achieve personal goals.

This is different than the DDA Person Centered Service Plan.
Respite Care
Available on all Waivers (except CP)

Respite care is short term, intermittent care in order to provide relief for persons who live with you and are your primary care providers; such as

- Your family members (Paid or unpaid care providers); or
- Non-family members who are not paid to provide care for you; or
- Contracted companion home providers paid by DDA to provide support to you; or
- Licensed children’s foster home providers paid by DDA to provide support to you.

- Respite cannot replace daycare while your parent or guardian is at work or personal care hours available to you.
- Your primary caregivers may not provide other DDA services for you during your respite time.
- Respite can be provided in your home, a relative’s home of a specified degree (WAC 388-825-345) or in a community setting.
- Respite cannot pay for any fees associated with the respite care; for example, membership fees at a recreational facility, or insurance fees.
- Respite provided by nurse does require prior approval.

Risk Assessment
(all Waivers)

Evaluations of violent, stalking, sexually violent, or predatory behavior to determine the need for psychological, medical or therapeutic services.
Stabilization Services
(all Waivers)

Services to assist and support a person during a behavioral health crisis. Services include specialized habilitation, staff/family consultation and crisis diversion bed services.

Staff / Family Consultation
(All Waivers)

Consultation provided to families, direct staff, or personal care providers to meet the specific needs of the waiver participant as outlined in the (individual's) person centered service plan/individual support plan.

Some examples may include:

- Augmentative communication systems supports;
- Diet and nutritional guidance;
- Disability information and education;
- Strategies for effectively and therapeutically interacting with the participant;
- Environmental consultation
- Providers are licensed, registered or certified professionals, contracted with DDA and within their professional scope of service.
Our Commitment to You

The Department of Social and Health Services’ (DSHS) Developmental Disabilities Administration (DDA) is committed to making sure that your rights are protected.

As a DDA client, you must have a representative who can talk with you about the meaning of any change in your services or supports, as well as your appeal rights. If you don’t have a representative, DSHS will help you find one.

DSHS will send you and your representative Planned Action Notices (PANs) every time there is a change in your services or eligibility. The notice will let you know what is happening, how to appeal if you disagree, and the timelines for appealing the decision.

Administrative hearing rights allow you to appeal decisions regarding service or eligibility changes. Information about administrative hearing rights will be found in your PAN.

Eligibility for services is determined by an assessment completed by your Case Resource Manager. Sometimes, eligibility for a specific service is also based on income.

Availability of services may be limited by funding or enrollment limits. Participation in all DDA services is voluntary.

How do I apply for DDA or request service if I am already eligible?

Go online, call us on the phone, or come see us

Go online at: dshs.wa.gov/dda/service-and-information-request
To find our locations go to: dshs.wa.gov/DDA/dda/find-an-office
Call us at one of the numbers below:

<table>
<thead>
<tr>
<th>Counties</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clark, Cowlitz,</td>
<td>(888) 707-1302</td>
</tr>
<tr>
<td>Grays Harbor,</td>
<td></td>
</tr>
<tr>
<td>Jefferson, Lewis,</td>
<td></td>
</tr>
<tr>
<td>Mason, Pacific,</td>
<td></td>
</tr>
<tr>
<td>Skamania, Thurston,</td>
<td></td>
</tr>
<tr>
<td>Wahkiakum</td>
<td></td>
</tr>
<tr>
<td>Stevens</td>
<td>(800) 319-7116</td>
</tr>
<tr>
<td>Adams, Benton,</td>
<td>(866) 715-3646</td>
</tr>
<tr>
<td>Columbia, Franklin,</td>
<td></td>
</tr>
<tr>
<td>Garfield, Grant,</td>
<td></td>
</tr>
<tr>
<td>Kittitas, Walla Walla,</td>
<td></td>
</tr>
<tr>
<td>Whitman, Yakima</td>
<td></td>
</tr>
<tr>
<td>Island, San Juan,</td>
<td>(800) 567-5382</td>
</tr>
<tr>
<td>Skagit, Whatcom</td>
<td></td>
</tr>
<tr>
<td>King</td>
<td>(800) 974-4428</td>
</tr>
<tr>
<td>Kittitas, Pierce</td>
<td>(888) 707-1302</td>
</tr>
</tbody>
</table>

It is the policy of DSHS that persons shall not be discriminated against in employment or service because of race, color, creed, religion, national origin, sexual orientation, gender, presence of any sensory, mental or physical disability, use of a trained dog guide or service animal by a person with a disability, or veteran status.
Road Map to Services and Supports for Children and Families

**Age 0 to 3**
Early Intervention Services provide support with Physical, Cognitive, Social-Emotional, Communication and Adaptive development. Call the Family Health Hotline at 800-322-2588.

**Age 3**
Children start the transition to the local school system. The school district will determine if your child qualifies for preschool special education services. Special Education and related services will be developed through an Individualized Education Program (IEP) prior to your child's third birthday.

**Age 4 and Age 10**
You are notified by DDA-OSD when your child’s eligibility expires.

**Age 14 to 21**
Your school can help you with Pre-employment transition services, Build self-advocacy, social and independent living skills, Explore jobs and postsecondary education. Have work-based learning experiences.

**Age 18**
Apply for Supplemental Security Income (SSI).

**Age 20**
Eligibility is reviewed. Respond to requests for information.

**Age 19 and beyond**
Contact DDA with any questions or concerns about DDA services. DDA provides employment support for adults in long-term supported living services.

---

**Community First Choice**
- Personal Care and Relocation Care
- Skills Acquisition Training
- Assistive Technology
- Personal Emergency Response
- Caregiver Management Training

**Home and Community Based Waiver**
- Community Transition Services
- Nurse Delegation
- Respite Care
- Architectural and Vehicular Modifications
- Equipment and Supplies
- Specialized Clothing
- Counseling and Behavior Support
- Nursing
- Community Engagement
- Residential Services
- Therapeutic Services, such as: occupational, physical, and speech therapy
- Crisis prevention, intervention and stabilization services
- Psychiatric Services
- Person-Centered Planning
- Supported Employment for the client
- Peer Mentoring
- Employment Supports
- Community Access
The Social Security Application Process

How to call the Social Security Administration (SSA)
to file an application for yourself or a child AND what can you do to prepare

Here are some helpful hints that may assist you:

1. The process starts when you call 1-800-772-1213 between 7:00 AM to 7:00 PM. Information is taken by the Call Center workers who will then set up an appointment for you to be interviewed by a Claims Representative at the SSA field office servicing your address. You can choose to file the application by phone and mail or in person at the local office.

2. When you go to the SSA interview, it is helpful to have your records or your child’s records organized and copied. If all available information is provided, the time for initial determination may be reduced because SSA may not have to gather additional information.

   Hint #1
   The disability determination is made on the basis of all impairments an individual may have. Include information about all mental and physical impairments.

3. If your initial claim is denied, then you will receive a notice stating the reason why. The notice will explain that you have 60 days to file an appeal or “reconsideration.”

4. If the reconsideration is denied, you can request a hearing before an Administrative Law Judge (ALJ). If you proceed to this level, you are not required to have legal representation, but you may want to consider consulting with an attorney who specializes in representing people with Social Security claims.

There are two funding programs in the Social Security Act for individuals with disabilities:

- Title II or “Social Security Disability” is for individuals who have worked and is basically an insurance program.

- Title XVI or Supplemental Security Income (SSI) is a form of federal welfare. In addition to disability, it has specific limitations for income and resources (assets). For a child under the age of 18 living with parents, the income and resources of the parents are taken into consideration when determining the child’s financial eligibility for SSI. Many items do not count, such as a home, car, certain life insurance, certain types of savings, etc.
If you are applying for SSI for a child and the application is denied due to excess income or resources, a new claim can be filed at any time circumstances change.

**Hint #2** Also, consideration of parental income and resources no longer applies the month after a person turns 18. SSI rules allow an application to be filed as of the month the child attains age 18 for eligibility beginning the following month.

**In preparing to file an application,** there are several things which you can do to simplify the application and shorten the amount of time SSA needs to make a decision:

1. **To the extent possible, secure copies of medical records and keep them organized by providers.** Providers are physicians, hospitals, clinics, or other professionals. This also includes early childhood treatment and Individual Education Plans (IEPs) for young children. Keep those records up-to-date and in a safe place.

2. **If the applicant has mental or physical limitations, keep a diary of events that limit abilities to do normal daily activities.** For example, if the person has behaviors that impact ability to do daily activities, record the cause, frequency, and duration of these episodes. Do not be afraid to say what the applicant is not able to do that other persons without a disability can do.

3. **If new information or evidence becomes available** from any of the other sources while the application is pending, **be sure to provide copies to SSA** or let SSA know. If you can not obtain copies, let SSA know about the date of treatment and the name, address, and phone number of the treating or diagnosing source.

**For more information about Social Security benefits, there is a special page on the SSA Internet site at http://www.ssa.gov/d&st.htm**

**Hint #3** If you have a child with a disability go directly to:
http://ssa.gov/applyforsubility/child.htm

**THIS SITE INCLUDES A SPECIAL CHILD DISABILITY STARTER KIT**
Request for Exception to Policy (ETP) for Use of Restrictive Procedures

<table>
<thead>
<tr>
<th>PRINT CLIENT NAME</th>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
<th>DATE OF BIRTH</th>
<th>COMMUNITY PROTECTION PARTICIPANT</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>CITY</td>
<td>STATE</td>
<td>ZIP CODE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Procedure(s) for which exception is requested:

Does this person have a legal representative? □ Yes □ No
If yes, provide the following:

<table>
<thead>
<tr>
<th>LEGAL REPRESENTATIVE'S NAME</th>
<th>TELEPHONE NUMBER (INCLUDE AREA CODE)</th>
</tr>
</thead>
</table>

Documentation

Attach the following documentation per DDA Policy 5.15, Use of Restrictive Procedures, and DDA Policy 5.20, Restrictive Procedures and Physical Interventions with Children and Youth:

- Definition of target behavior(s)
- Functional assessment or psychosexual evaluation
- Description of positive behavior support strategies or proposed Positive Behavior Support Plan (PBSP)
- Description of restrictive procedure(s) requested
- Data collection plan
- Monitoring and evaluation plan
- Written consent of the person
- Written consent of the legal representative
- Other (specify):

Agency Request ETP

<table>
<thead>
<tr>
<th>AGENCY'S NAME</th>
<th>TELEPHONE NUMBER (INCLUDE AREA CODE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>CITY STATE ZIP CODE</td>
</tr>
</tbody>
</table>

PRINT ADMINISTRATOR'S NAME
ADMINISTRATOR’S SIGNATURE DATE

Case Resource Manager Review

□ Yes □ No RECOMMEND APPROVAL PRINT CASE MANAGER NAME DATE

Field Services Administrator or Psychologist Review

Final approval level required for this restrictive procedure (Check one)

□ RA Only
□ RA and Division Director

COMMENTS

□ Yes □ No RECOMMEND APPROVAL FSA/PSYCHOLOGIST’S SIGNATURE DATE

2023 Advocate’s Notebook—The Arc of Washington State 888.754.8798
### Regional Administrator's Decision

- [ ] Recommend approval to Division Director and submit (if Director level approval is required).
- [ ] ETP approved for ___ months (not to exceed 12 months).
- [ ] ETP denied.
- [ ] Resubmit with modification(s) as specified (or attach additional sheet):

**COMMENTS**

<table>
<thead>
<tr>
<th>REGIONAL ADMINISTRATOR'S SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

### Division Director's Decision

- [ ] ETP approved for ____ months (not to exceed 12 months).
- [ ] ETP denied.
- [ ] Resubmit with modification(s) as specified (or attach additional sheet):

**COMMENTS**

<table>
<thead>
<tr>
<th>DIRECTOR'S SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>
DSHS Developmental Disabilities Administration
Home and Community Based Waiver and Medicaid State Plan Services

Continuum of Care for Children Ages 0-18

**PREVENTION**
- Child Development Services (Birth-3)
- Community First Choice including Personal Care
- DDA Home and Community Based Services Waiver
- Applied Behavior Analysis: Medicaid Benefit
- School-based Services
- In-Home Respite Services

**INTENSIVE INTERVENTION**
- Out-of-Home Respite Services
- Children's Intensive In-Home Behavioral Support Waiver (ages 8-21)
- Wrap around with Intensive Services Medicaid Benefit
- Home and Community Based Waiver Stabilization Services
- DP: Intensive Habilitation Services (Two three-bed facilities)

**COMMUNITY BASED SERVICES**
- Home and Community Based Core Waiver: Out-of-Home Services
  - Child Foster Home
  - Staffed Residential Home
- Children's State Operated Living Alternative
- Outpatient Mental Health Services: Medicaid Benefit
- DP: Enhanced Out-of-Home Services (Four three-bed facilities)

**ACUTE AND SHORT-TERM TREATMENT**
- Emergency Department Care: Medicaid Benefit
- Evaluation and Treatment Centers: Medicaid Benefit
- Acute Inpatient Community and Freestanding Psychiatric Hospital: Medicaid Benefit
- DP: Residential Crisis Stabilization Program (Two-16 bed facilities)

**LONG-TERM IN-PATIENT TREATMENT**
- Children's Long-Term Inpatient Program Habilitative Mental Health units: Medicaid Benefit
- Residential Treatment Facilities: Medicaid Benefit
- Private and State Operated CLIP facility (non-Habilitative Mental Health units): Medicaid Benefit

= Agency Request Decision Package
Community First Choice Service Options

Personal Care

Personal care services provide assistance with everyday tasks like bathing, dressing, or managing your medication. If you are eligible, you choose a qualified caregiver. DSHS pays for background checks and basic caregiver training for all qualified caregivers.

You may receive personal care services in your home or in your community, if you live in:
- Your home
- An adult family home
- An assisted living facility

Caregiver Management Training

Your paid caregiver is an important part of your support team. You manage your caregiver’s daily routine. Training is available that explains how to select, manage, and dismiss caregivers.

Relief Care

A relief caregiver can be used to give your regular caregivers a break, or to step in if the regular caregiver is sick or unavailable. You determine how many of your authorized personal care hours you want your relief caregiver to work.

Skills Acquisition Training

Training is available for you to become more independent with your daily personal care tasks. You may use some of your personal care hours or your state fiscal year annual limits to purchase Skills Acquisition Training. This allows a caregiver to teach you how to do some personal care tasks. Your paid caregiver can help with the following tasks:
- Cooking and meal preparation
- Shopping
- Housekeeping tasks
- Laundry
- Bathing (excludes any transfer activities)
- Dressing
- Application of deodorant
- Washing hands and face
- Washing, combing, styling hair
- Application of make-up
- Shaving with an electric razor
- Brushing teeth or care of dentures
- Menses care
Assistive Technology

Assistive technology, including equipment and other items, can help you complete tasks without the help of another person or to be more independent with daily tasks.

To get assistive technology, you may need a professional recommendation on what item is best for you to increase your independence. The professional will recommend the right technology and may help you learn how to use it. Assistive technology is purchased using state fiscal year annual limit.

Personal Emergency Response System (PERS)

A PERS is an electronic device that you wear connected through your phone, which allows you to get help in an emergency. When activated, staff at a response center will follow the directions you provided to call for help.

In addition, add on services are available to have your PERS equipped with fall detection, a GPS locator, or a medication management system.

Your case managers will help determine if you qualify for these systems.

If you qualify for the service, a standard PERS unit is included in your CFC benefit package. Add on services will be charged to the state fiscal annual limit.

Community Transition Services

Community Transition Services can help you move from an institutional setting into the community. You may choose to move to your own home, an adult family home or assistive living facility with supports.
Child Development Services

Overview

Child Development Services promotes partnerships with local early intervention services, pre-schools, and other providers. Together they serve children and their families to encourage developmental growth in natural environments.

Child Development Services emphasizes early interventions designed to meet the needs of a specific child. Services may include therapy, education, family counseling and training. The services are provided to children from birth until age three when they become eligible for services at public schools.

Eligibility Requirements

DDA clients who are two years or younger and have a 25 percent delay or show a 1.5 standard deviation below age in one or more of the developmental areas are eligible for the services.

Authority

Chapter 388-823 WAC, DDA Intake and Determination of Developmental Disabilities
Chapter 388-825 WAC, DDA Services Rules
Chapter 388-850 WAC, County Plan for Developmental Disabilities

Partners

- Individuals and their families
- Counties
- Qualified service providers
- Advocacy organizations
- Washington State Department of Children, Youth, and Families
- School districts
- Office of the Superintendent of Public Instruction
The Developmental Disabilities Administration is pleased to introduce the 6040 no-paid services project. Directed by 2020 substitute senate bill 6040, DDA is connecting with people who are enrolled with DDA but not receiving a paid service. This project will help DDA find out what needs people might have.

If you are not receiving a paid service, you may get a phone call from DDA to:

- Have a conversation about support needs.
- Connect with a case manager if desired.
- Determine how to request services in the future.

If you do not receive a call, you may receive a survey. DDA invites you to complete the survey so we can learn more about people's needs.

We will send the results to the Washington State Legislature so they understand the support needs of people who do not currently receive a service.

Thanks for your participation. It is important to know how we can best support people enrolled with DDA.

For more information contact:

William Nichol  
Intake and Eligibility Program Manager  
william.nichol@dshs.wa.gov  
(360) 407-1583

Lonnie Keesee  
Payment Systems and Eligibility Unit Manager  
lonnie.keesee@dshs.wa.gov  
(360) 407-1547
State Supplementary Payment Program

The State Supplementary Payment (SSP) program provides state-funded cash awards in monthly payments. Clients have the flexibility to spend the money based on their needs. DDA currently offers five types of SSP: Children’s Legacy Care, Home and Community Based Services (HCBS) waiver, Prevacational Legacy, Residential Habilitation, and SSP in lieu of Individual and Family Services.

HCBS waiver services may only supplement services otherwise available through the Medicaid state plan.

Individual Eligibility Requirements

- Be an eligible Developmental Disabilities Administration (DDA) client,
- Be approved to receive SSP in lieu of a DDA-funded program; and
- Person receives:
  - Supplemental Security Income cash assistance in the month in which the SSP is issued; or
  - Social Security Title II benefits as a Disabled Adult Child (DAC) and SSI was terminated due to the receipt of these benefits.

Quality Assurance Oversight

- Social Security Administration
- State Auditor’s Office
- DDA office of Quality Assurance and Communications
- DDA office of Compliance, Monitoring, and Training

In 2019, 9,155 individuals were approved to receive Basic Plus services to help them remain in the community.

Stakeholders

- Social Security Administration
- DSHS’s Facilities, Finance, and Analytics Administration
- DSHS’s Economic Services Administration
- State Department of Children, Youth, and Families
- Individuals receiving services
- Families of program participants
- Self-advocates
- Service providers

Contact

Kari Freer
Children’s Intensive In-Home Supports Program Manager
Kari.Freer@dshs.wa.gov
360-407-1553