



General Description of Service

An Adult Family Home is a home-like residential setting licensed under Chapter 70.128 RCW (Revised Code of Washington) where two to eight adults live and receive personal care, special care, room, and board. Services may include help with activities of daily living such as help with dressing, eating, and personal hygiene to support self-care; transportation to medical appointments and community activities; specialty care for dementia (also known as memory care), mental illness, or developmental disabilities; other nonmedical services; and nursing services when provided by appropriately credentialed staff or when appropriately delegated. Adult Family Homes may also provide adult day services for non-residents and respite care for non-residents who receive in-home care from family caregivers.

Related Laws, Rules, and Policies

Below is a list of some of the laws and rules that may be helpful to review prior to completing a registration application. This is not a comprehensive list of all laws, rules, and policies that may apply to an Adult Family Home.

- [Chapter 50B.04 RCW, Long-term Services and Supports Trust Program](#)
- [Chapter 70.128 RCW, Adult Family Homes](#)
- [Chapter 388-76 WAC, Adult Family Home Minimum Licensing Requirements](#)
- [Chapter 388-112A WAC, Residential Long-Term Care Services Training](#)
- [RCW 18.79.260\(3\)\(e\), Registered Nurse – Activities Allowed – Delegation of Tasks](#)
- [Chapter 74.39A RCW, Long-Term Care Services Options - Expansion](#)
- [RCWs 43.43.830 through 43.43.845, Washington State Patrol - Background Checks](#)
- [Chapter 388-113 WAC, Disqualifying Crimes and Negative Actions](#)
- [Chapter 39.26 RCW, Procurement of Goods and Services](#)
- [Chapter 388-05 WAC, Contractor Billing Requirements – General](#)

General Provider Qualifications (applies to all DSHS/AAA contracts, per DSHS policy):

To become a registered WA Cares Fund (WCF) provider of Adult Family Home services, an applicant must:

1. Hold a valid state issued Adult Family Home license.
2. Pass a DSHS name and date of birth background check and a fingerprint background check pursuant to RCWs 43.43.830 through 43.43.845 and chapter 388-113 WAC.
3. Conduct a DSHS name and date of birth background check and a fingerprint background check pursuant to RCWs 43.43.830 through 43.43.845 and chapter 388-113 WAC for employees, volunteers, and subcontractors who may have unsupervised access to vulnerable adults. Complete a name and date of birth background check every two years thereafter.
4. Hold a properly executed DSHS WA Cares provider contract that includes, but is not limited to commercial and professional liability insurance, errors and omissions, bodily



injury, business automobile insurance on vehicles used to transport beneficiaries, and naming DSHS as an additional insured.

5. Comply with all applicable federal, state, county, and city laws, regulations, rules, codes, and ordinances.

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General Description of Service

An Assisted Living Facility is a residential setting licensed under Chapter 18.20 Revised Code of Washington (RCW) where seven or more adults live and receive basic services for their safety and well-being. Services may include domiciliary care, help with activities of daily living, transportation, specialty care for dementia (also known as memory care), mental illness, or developmental disability, other nonmedical services, and nursing services when provided by appropriately credentialed staff or when appropriately delegated. Assisted Living Facilities may also provide respite care for other non-residents who are receiving care from family caregivers in their homes.

Related Laws, Rules, and Policies

Below is a list of some of the laws and rules that may be helpful to review prior to completing an application. This is not a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 RCW, Long-term Services and Supports Trust Program](#)
- [Chapter 80.20 RCW, Assisted Living Facilities](#)
- [Chapter 388-78A WAC, Assisted Living Facilities](#)
- [Chapter 388-112A WAC, Residential Long-Term Care Services Training](#)
- [RCW 18.79.260\(3\)\(e\), Registered Nurse – Activities Allowed – Delegation of Tasks](#)
- [Chapter 74.39A RCW, Long-Term Care Services Options](#)
- [RCWs 43.43.830 through 43.43.845, Washington State Patrol Background Checks](#)
- [Chapter 388-113 WAC, Disqualifying Crimes and Negative Actions](#)
- [Chapter 39.26 RCW, Procurement of Goods and Services](#)
- [Chapter 388-05 WAC, Contractor Billing Requirements – General](#)

General Provider Qualifications (applies to all DSHS/AAA contracts, per DSHS policy):

To become a registered WA Cares Fund (WCF) provider of Assisted Living Facility services, an applicant must:

1. Hold a valid state issued Assisted Living Facility license.
2. Pass a DSHS name and date of birth background and fingerprint background check pursuant to RCWs 43.43.830 through 43.43.845 and chapter 388-113 WAC.
3. Conduct a DSHS name and date of birth background check and a fingerprint background check pursuant to RCWs 43.43.830 through 43.43.845 and chapter 388-113 WAC for employees, volunteers, and subcontractors who may have unsupervised access to vulnerable adults. Complete a name and date of birth background check every two years thereafter.
4. Hold a properly executed DSHS WA Cares provider contract that includes, but is not limited to commercial and professional liability insurance, errors and omissions, bodily injury, business automobile insurance on vehicles used to transport beneficiaries, and naming DSHS as an additional insured.
5. Comply with all applicable federal, state, county, and city laws, regulations, rules, codes, and ordinances.



General Description of Service

A Home Care Agency is an in-home service agency licensed under Chapter 70.127 Revised Code of Washington (RCW) that provides nonmedical personal care to individuals who are ill, disabled, or vulnerable so they can remain in their residence. Personal care may include help with activities of daily living such as dressing, eating, and personal hygiene to support self-care; homemaker help with household tasks, such as housekeeping, shopping, meal planning and preparation; transportation; respite care support provided to the family caregivers; other nonmedical services; and appropriately delegated nursing services.

Related Laws, Rules, and Policies

Below is a list of some of the laws and rules that may be helpful to review prior to completing an application. This is not a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 RCW, Long-term Services and Supports Trust Program](#)
- [Chapter 70.127 RCW, In-home Services Agencies](#)
- [WACs 246-335-300 through 246-335-455, In-home Services Agencies](#)
- [RCW 18.79.260\(3\)\(e\), Registered Nurse – Activities Allowed – Delegation of Tasks](#)
- [Chapter 74.39A RCW, Long-Term Care Services Options](#)
- [RCWs 43.43.830 through 43.43.845, Washington State Patrol Background Checks](#)
- [Chapter 388-113 WAC, Disqualifying Crimes and Negative Actions](#)
- [Chapter 39.26 RCW, Procurement of Goods and Services](#)
- [Chapter 388-05 WAC, Contractor Billing Requirements – General](#)

Provider Minimum Qualifications and Operational Standards:

To become a registered WA Cares Fund (WCF) provider, a licensed Home Care Agency provider must:

1. Hold a valid Home Care Agency license issued by the Department of Health under Chapter 70.127 RCW for a minimum of three consecutive years.
2. Pass a DSHS name and date of birth background check and a fingerprint background check pursuant to RCWs 43.43.830 through 43.43.845 and chapter 388-113 WAC.
3. Conduct a DSHS name and date of birth background check and a fingerprint background check pursuant to RCWs 43.43.830 through 43.43.845 and chapter 388-113 WAC for employees, volunteers, and subcontractors who may have unsupervised access to vulnerable adults. Complete a name and date of birth background check every two years thereafter.
4. Comply with all applicable federal, state, county, and city laws, regulations, rules, codes, and ordinances.
5. Have at least three years' experience as a licensed Home Care Agency.
6. Hold a properly executed DSHS WA Cares provider contract that includes, but is not limited to commercial and professional liability insurance, errors and omissions, bodily



injury, business automobile insurance on vehicles used to transport beneficiaries, and naming DSHS as an additional insured.

7. Confirm that all employees and volunteers who use vehicles to transport clients have personal automobile insurance and current driver's licenses.
8. Have no history of lost litigation related to service provision to medically frail or functionally disabled persons.
9. Have no significant licensing deficiencies during the three-year period prior to registration.
10. Obtain an independent financial audit by a licensed Certified Public Accountant covering the two-year period prior to registration with no findings that show inadequate administrative and accounting procedures and controls.
11. Use an electronic visit verification system to document in-home visits.
12. Establish employee conflict of interest policy guidelines, procedures, and safeguards.

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General Description of Service

A caregiving option for receiving in-home personal care is to hire an Individual Provider (IP). IPs are employed by Washington's Consumer Directed Employer (CDE) agency, and co-managed by the beneficiary. An IP may be someone unrelated or unknown to the beneficiary, or they could be a family member or otherwise known to the beneficiary, such as a friend or neighbor who agrees to be hired by the CDE and provide the care needed. IPs can provide the following types of services:

- Personal care support with Activities of Daily Living (ADLs), such as assistance with dressing, eating, bathing and medication management;
- Instrumental Activities of Daily Living (IADLs), or homemaking services, such as assistance with cleaning, shopping, meal preparation, and transportation;
- Respite care to the family caregiver.

Excluded Services:

- Performing tasks outside of the Scope of Work for an Individual Provider
- Tasks that directly benefit anyone other than the beneficiary
- Participating in any employment/job related activities of the beneficiary

Related Laws, Rules, and Policies

Below is a list of some of the laws that may be helpful to review prior to completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 Revised Code of Washington \(RCW\)](#) for an overview of the WCF;
- The sections in chapter [74.39A RCW](#) related to individual providers, such as RCW 74.39A.005 through 009; 076, 250, 500 through 530; and
- [RCW 43.43.830 through 845 for Washington State Patrol Background Checks](#)

Specific Provider Qualifications:

To become employed by the Consumer Directed Employer (CDE), you must meet and complete the following requirements, which fall under the State's Long-Term Care Worker requirements:

1. Be 18 years of age or older, be eligible to work in the United States, and pass a criminal background check
2. Complete the CDE's hiring process, including a 5hr Safety & Orientation online training for all provider types
3. Once hired you will be an Individual Provider and considered a Long-Term Care Worker, therefore you must adhere to all related state rules
4. Within 120 days of your first day of paid work, you must complete the following level of training for your provider type:



- a. **Standard Provider** (non-family over 20hrs/mo) = 70hrs Basic Training, PLUS Home Care Aide (HCA) exam and credentialling (200 days from start date) with 12hrs of Continuing Education (CEs) and HCA renewal annually thereafter
- b. **Family Provider** (only caring for bio/step/adoptive child or parent, sibling, aunt, uncle, cousin, niece, nephew, grandparent, or grandchild, including when related by marriage or domestic partnership) = 30hrs Basic Training
- c. **Limited-Service Provider** (non-family working 20hrs or less/mo) = 30hrs Basic Training
- d. **Spouse/Registered Domestic Partner Provider** = 16hrs Basic Training
- e. **Respite Provider** = 9hrs Basic Training, OR
- f. **Exempt by Credential** = depending on the credential you may be exempt from training or only required to complete 12hrs of CEs annually as long as the credential remains active and valid

*Should a Family, Spouse, Limited-Service or Respite Provider choose to provide care beyond their provider type, they would need to become a Standard Provider

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General Description of Service

A Nursing Home is a facility licensed under Chapter 18.51 Revised Code of Washington (RCW) that provides convalescent or chronic care for three or more patients who are not able to independently care for themselves for a period of more than 24 consecutive hours. Convalescent or chronic care may include administering medicines; preparing special diets; giving bedside nursing care; applying dressings and bandages; carrying out treatment prescribed by a licensed health care provider; dementia care (also known as memory care); and respite care for non-residents who are receiving care from family caregivers in their home.

Related Laws, Rules, and Policies

Below is a list of some of the laws and rules that may be helpful to review prior to completing an application. This is not a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 RCW, Long-term Services and Supports Trust Program](#)
- [Chapter 80.51 RCW, Nursing Homes](#)
- [Chapter 388-97 WAC, Nursing Homes](#)
- [RCW 18.79.260\(3\)\(e\), Registered Nurse – Activities Allowed – Delegation of Tasks](#)
- [Chapter 74.39A RCW, Long-Term Care Services Options](#)
- [RCWs 43.43.830 through 43.43.845, Washington State Patrol Background Checks](#)
- [Chapter 388-113 WAC, Disqualifying Crimes and Negative Actions](#)
- [Chapter 39.26 RCW, Procurement of Goods and Services](#)
- [Chapter 388-05 WAC, Contractor Billing Requirements – General](#)

General Provider Qualifications (applies to all DSHS/AAA contracts, per DSHS policy):

To become a registered WA Cares Fund (WCF) provider of Nursing Home services, an applicant must:

1. Hold a valid state issued Nursing Home license.
2. Pass a DSHS name and date of birth background check pursuant to RCWs 43.43.830 through 43.43.845 and chapter 388-113 WAC.
3. Conduct a DSHS name and date of birth background check and a fingerprint background check pursuant to RCWs 43.43.830 through 43.43.845 and chapter 388-113 WAC for employees, volunteers, and subcontractors who may have unsupervised access to vulnerable adults. Complete a name and date of birth background check every two years thereafter.
4. Hold a properly executed DSHS WA Cares provider contract that includes, but is not limited to commercial and professional liability insurance, errors and omissions, bodily injury, business automobile insurance on vehicles used to transport beneficiaries, and naming DSHS as an additional insured.
5. Comply with all applicable federal, state, county, and city laws, regulations, rules, codes, and ordinances.



General Description of Service

Adaptive Equipment and Technology:

Adaptive Equipment and Technology are assistive devices and items that would increase, maintain, or improve a beneficiary's ability to perform the activities of daily living (ADL) such as, but not limited to eating, bathing, toileting, walking, or to perceive control or communicate within their living environment.

Typical **Adaptive Equipment and Technology** services will include but are not limited to mobility aides, Cognitive and sensory aides, and fine and gross motor aides. Assistive technology is any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities or health related issue.

Related Laws, Rules, and Policies

Below is a list of some of the laws, rules, and policies that may be helpful to review prior to completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 Revised Code of Washington \(RCW\)](#)
- [Chapter 74.39A RCW: Long-Term Care Services Options](#)
- [RCW 43.43.830 through 43.43.845: Washington State Patrol Background Checks](#)

General Provider Qualifications (applies to all DSHS/AAA contracts, per DSHS policy):

To execute a contract and become registered as a WCF Provider, all Contractors must meet the following minimum qualifications:

1. Contractors must meet all Washington state laws to do business in the state (and city/county requirements, if applicable). This includes having all required business license(s), endorsement(s), credential and/or certification to provide the service.
2. The agency owner/contract signatory must pass a DSHS criminal history background check.
3. All employees, volunteers, and subcontractors who may have unsupervised contact with vulnerable adults must have passed a criminal history background check, which must be conducted by the contractor every two years and kept in personnel or subcontractor files. The criminal history background check must at least include Washington State Patrol criminal conviction records.
4. Meet DSHS insurance requirements.



Proposed Specific Provider Qualifications

Providers include, but are not limited to:

- Any retail vendor with a Washington state business license and NPI number (Medical Provider only), the contractor must be a legal business entity and legitimately engaged.
- A beneficiary may purchase WCF covered items from a retail or online store of their choice and be reimbursed by a Financial Management Services (FMS) vendor contracted by DSHS if beneficiary submits receipt to FMS vendor for covered purchased items. The provider does not need to meet the general provider qualifications.

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General Description of Service

Environmental Modification:

Environmental Modification services provide needed changes such as ramps, stair lifts, and widened doorways for a wheelchair in the home to increase, improve or maintain a beneficiary's health, welfare, safety, and independence.

Typical **environmental modification** services include but not limited to grab bars, ramps, widening doors, and bathroom remodels for safety and accessibility.

Related Laws, Rules, and Policies

Below is a list of some of the laws, rules, and policies that may be helpful to review prior to completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 Revised Code of Washington \(RCW\)](#) (add additional references, as available)
- [RCW 43.43.830 through 43.43.845: Washington State Patrol Background Checks](#)
- [Chapter 18.27 RCW, Registration of Contractors](#)

General Provider Qualifications (applies to all DSHS/AAA contracts, per DSHS policy):

To execute a contract and become registered as a WCF Provider, all Contractors must meet the following minimum qualifications:

1. Contractors must meet all Washington state laws to do business in the state (and city/county requirements, if applicable). This includes having all required business license(s), endorsement(s), credential and/or certification to provide the service.
2. The agency owner/contract signatory must pass a DSHS criminal history background check.
3. All employees, volunteers, and subcontractors who may have unsupervised contact with vulnerable adults must have passed a criminal history background check, which must be conducted by the contractor every two years and kept in personnel or subcontractor files. The criminal history background check must at least include Washington State Patrol criminal conviction records.
4. Meet DSHS insurance requirements.

Proposed Specific Provider Qualifications

- Any general contractor and/or specialty contractor registered with L&I, licensed, bonded, and insured and meet the requirements of [Chapter 18.27 RCW](#)
- Any Non-Profit 501(c)(3) organization that is bonded and insured that offers environmental modifications or minor home repairs.



- Certain environmental modification supplies may be purchased for self-installation such as grab bars or modular ramps that do not require professional installation. A beneficiary may purchase these items from a retail or online store of their choice and be reimbursed by a Financial Management Services (FMS) vendor contracted by DSHS if beneficiary submits receipt to FMS vendor for covered purchased items. The provider does not need to meet the general provider qualifications.

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General Description of Service

Home Delivered Meals:

Home delivered meals provides nutritionally balanced meals delivered to the beneficiary's home.

Typical **Home Delivered Meal** services include, but are not limited to, box meals, pre-packaged meals, hot meals delivered to a beneficiary home.

Related Laws, Rules, and Policies

Below is a list of some of the laws, rules, and policies that may be helpful to review prior to completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 Revised Code of Washington \(RCW\)](#) (add additional references, as available)
- [RCW 43.43.830 through 43.43.845: Washington State Patrol Background Checks](#)
- [chapter 246-215 WAC](#)

General Provider Qualifications (applies to all DSHS/AAA contracts, per DSHS policy):

To execute a contract and become registered as a WCF Provider, all Contractors must meet the following minimum qualifications:

1. Contractors must meet all Washington state laws to do business in the state (and city/county requirements, if applicable). This includes having all required business license(s), endorsement(s), credential and/or certification to provide the service.
2. The agency owner/contract signatory must pass a DSHS criminal history background check.
3. All employees, volunteers, and subcontractors who may have unsupervised contact with vulnerable adults must have passed a criminal history background check, which must be conducted by the contractor every two years and kept in personnel or subcontractor files. The criminal history background check must at least include Washington State Patrol criminal conviction records.
4. Meet DSHS insurance requirements.

Proposed Specific Provider Qualifications

Any vendor that has a business license with the state of Washington and meets standards of Food Service in [chapter 246-215 WAC](#).



General Description of Service

Personal Emergency Response System:

Personal Emergency Response System (PERS) is a service to secure help in an emergency through an electronic device that is either connected to the beneficiary's phone or operates using GSM cellular signals and is programmed to signal a response center that is staffed by trained professionals who will immediately summon help for the beneficiary.

Typical **Personal Emergency Response System** services will include but not limited to Basic PERS, GPS, Med reminder and fall detector and wellness checks, via phone or in-person.

Related Laws, Rules, and Policies

Below is a list of some of the laws, rules, and policies that may be helpful to review prior to completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 Revised Code of Washington \(RCW\)](#)
- [Chapter 74.39A RCW: Long-Term Care Services Options](#)
- [RCW 43.43.830 through 43.43.845: Washington State Patrol Background Checks](#)

General Provider Qualifications (applies to all DSHS/AAA contracts, per DSHS policy):

To execute a contract and become registered as a WCF Provider, all Contractors must meet the following minimum qualifications:

1. Contractors must meet all Washington state laws to do business in the state (and city/county requirements, if applicable). This includes having all required business license(s), endorsement(s), credential and/or certification to provide the service.
2. The agency owner/contract signatory must pass a DSHS criminal history background check.
3. All employees, volunteers, and subcontractors who may have unsupervised contact with vulnerable adults must have passed a criminal history background check, which must be conducted by the contractor every two years and kept in personnel or subcontractor files. The criminal history background check must at least include Washington State Patrol criminal conviction records.
4. Meet DSHS insurance requirements.

Proposed Specific Provider Qualifications

- Any vendor with a current Washington business license and the equipment is approved by the Federal Communications Commission and meets the Underwriters Laboratories, Inc. (UL) or ETL (Intertek) standard for home health care signaling equipment and completed DSHS background check for owner/contract signer.



General Description of Service

Adult Day Services (Adult Day Health and Adult Day Care):

Adult Day Health centers provide supervised daytime programs including skilled nursing and rehabilitative therapy services, which included PT/OT, to beneficiaries who need assistance throughout the day.

Adult Day Care centers provide supervised daytime programs to support families by providing care and meaningful activities to beneficiaries who need assistance or supervision throughout the day.

Typical **Adult Day** services will include but are not limited to for ADH; skilled nursing and rehabilitative therapy and for ADC; supervised day programs, respite, and meaningful activities.

Related Laws, Rules, and Policies

Below is a list of some of the laws, rules, and policies that may be helpful to review prior to completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 Revised Code of Washington \(RCW\)](#) (add additional references, as available)
- [Chapter 74.39A RCW: Long-Term Care Services Options](#)
- [RCW 43.43.830 through 43.43.845: Washington State Patrol Background Checks](#)
- [WAC 388-71-0702 through 388-71-0776](#)
- Occupational therapy (Chapter [RCW 18.59](#) and [WAC 246-847](#))
- Physical therapy ([RCW 18.74](#) and [WAC 246-915](#))

General Provider Qualifications (applies to all DSHS/AAA contracts, per DSHS policy):

To execute a contract and become registered as a WCF Provider, all Contractors must meet the following minimum qualifications:

1. Contractors must meet all Washington state laws to do business in the state (and city/county requirements, if applicable). This includes having all required business license(s), endorsement(s), credential and/or certification to provide the service.
2. The agency owner/contract signatory must pass a DSHS criminal history background check.
3. All employees, volunteers, and subcontractors who may have unsupervised contact with vulnerable adults must have passed a criminal history background check, which must be conducted by the contractor every two years and kept in personnel or subcontractor files. The criminal history background check must at least include Washington State Patrol criminal conviction records.



4. Meet DSHS insurance requirements.

Proposed Specific Provider Qualifications

Any Adult Day contractor that meets requirements of WAC [388-71-0702](#) through [388-71-0776](#)

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General Description of Service

A beneficiary's relative, including a spouse or registered domestic partner, may be hired as a caregiver to provide In-Home Personal Care services to the beneficiary.

Services provided under In-Home Personal Care:

- Personal care support with Activities of Daily Living (ADLs), such as assistance with dressing, eating, bathing and medication management;
- Instrumental Activities of Daily Living (IADLs), or homemaking, such as assistance with household tasks, cleaning, shopping, meal preparation, and transportation;

Excluded Services:

- Performing tasks outside of the scope of a Long-Term Care Worker
- Tasks that directly benefit anyone other than the beneficiary
- Participating in any employment/job related activities of the beneficiary

Related Laws, Rules, and Policies

Below is a list of some of the laws that may be helpful to review prior to completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 Revised Code of Washington \(RCW\)](#) for an overview of the WCF;
- [RCW 50B.04.070 Payment of Benefits](#)
- [RCW 18.88B Long-Term Care Workers](#)
- [RCW 43.43.830 through 845 for Washington State Patrol Background Checks](#)

Proposed Specific Provider Qualifications:

To become a caregiver under Eligible Relative Care, one must:

1. Be a relative of the beneficiary, be 18 years of age or older, be eligible to work in the United States, and pass a criminal background check
2. Complete a 5hr Safety & Orientation online training
3. Within 120 days of the first day of paid work one must complete the following required training depending on the relation to the beneficiary:
 - a. **Family Provider** (only caring for child or parent, sibling, aunt, uncle, cousin, niece, nephew, grandparent, or grandchild, including when related by marriage or domestic partnership) = 30hrs Basic Training
 - b. **Spouse/Registered Domestic Partner Provider** (only caring for spouse/partner) = 16hrs Basic Training



General Description of Service

Respite Care is a short-term specialty service offered by Adult Day Service providers that allows family caregivers time for self-care.

Related Laws, Rules, and Policies

Below is a list of some of the laws and rules that may be helpful to review prior to completing an application. This is not a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 RCW, Long-term Services and Supports Trust Program](#)
- [WAC 388-71-0702 through 388-71-0776](#)
- [Chapter 18.59 RCW, Occupational Therapy](#)
- [Chapter 246-847 WAC, Occupational Therapists](#)
- [Chapter 18.74 RCW, Physical Therapy](#)
- [Chapter 246-915 WAC, Physical Therapists and Physical Therapist Assistants](#)
- [Chapter 74.39A RCW, Long-Term Care Services Options](#)
- [RCWs 43.43.830 through 43.43.845, Washington State Patrol Background Checks](#)
- [Chapter 388-113 WAC, Disqualifying Crimes and Negative Actions](#)
- [Chapter 39.26 RCW, Procurement of Goods and Services](#)
- [Chapter 388-05 WAC, Contractor Billing Requirements – General](#)

Provider Minimum Qualifications and Operational Standards:

To become a registered WA Cares Fund (WCF) provider of Respite Care services, an applicant must:

1. Hold a valid state issued business license.
2. Pass a DSHS name and date of birth background check pursuant to RCWs 43.43.830 through 43.43.845 and chapter 388-113 WAC. Adult Family Home and Assisted Living Facility providers must also pass a fingerprint background check.
3. Conduct a DSHS name and date of birth background check and a fingerprint background check pursuant to RCWs 43.43.830 through 43.43.845 and chapter 388-113 WAC for employees, volunteers, and subcontractors who may have unsupervised access to vulnerable adults. Complete a name and date of birth background check every two years thereafter.
4. Hold a properly executed DSHS WA Cares provider contract that includes, but is not limited to commercial and professional liability insurance, errors and omissions, bodily injury, business automobile insurance on vehicles used to transport beneficiaries, and naming DSHS as an additional insured.
5. Comply with all applicable federal, state, county, and city laws, regulations, rules, codes, and ordinances.



General Description of Service

Respite Care is a short-term specialty service offered by in-home care providers that allows family caregivers time for self-care. Respite Care may be provided in a beneficiary's home by a Home Care Agency.

Related Laws, Rules, and Policies

Below is a list of some of the laws and rules that may be helpful to review prior to completing an application. This is not a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 RCW, Long-term Services and Supports Trust Program](#)
- [Chapter 70.127 RCW, In-home Services Agencies](#)
- [WACs 246-335-300 through 246-335-455, In-home Services Agencies](#)
- [Chapter 74.39A RCW, Long-Term Care Services Options](#)
- [RCWs 43.43.830 through 43.43.845, Washington State Patrol Background Checks](#)
- [Chapter 388-113 WAC, Disqualifying Crimes and Negative Actions](#)
- [Chapter 39.26 RCW, Procurement of Goods and Services](#)
- [Chapter 388-05 WAC, Contractor Billing Requirements – General](#)

Provider Minimum Qualifications and Operational Standards:

To become a registered WA Cares Fund (WCF) provider of Respite Care services, an applicant must:

1. Hold a valid state issued Home Care Agency license.
2. Pass a DSHS name and date of birth background check pursuant to RCWs 43.43.830 through 43.43.845 and chapter 388-113 WAC. Adult Family Home and Assisted Living Facility providers must also pass a fingerprint background check.
3. Conduct a DSHS name and date of birth background check and a fingerprint background check pursuant to RCWs 43.43.830 through 43.43.845 and chapter 388-113 WAC for employees, volunteers, and subcontractors who may have unsupervised access to vulnerable adults. Complete a name and date of birth background check every two years thereafter.
4. Hold a properly executed DSHS WA Cares provider contract that includes, but is not limited to commercial and professional liability insurance, errors and omissions, bodily injury, business automobile insurance on vehicles used to transport beneficiaries, and naming DSHS as an additional insured.
5. Comply with all applicable federal, state, county, and city laws, regulations, rules, codes, and ordinances.



General Description of Service

Respite services will be used to relieve a paid or unpaid family caregiver who is caring for a beneficiary. Its purpose is to provide reprieve to the primary caregiver for a couple of hours up to a couple of weeks, if needed. A beneficiary may choose from a fully trained and credentialed, Standard Provider IP, or a Respite Provider IP, employed by the Consumer Directed Employer. The IP would provide in-home personal care services, ADLs and IADLs, to the beneficiary, as directed by the beneficiary.

Excluded services include:

- Performing tasks outside of the scope of a Long-Term Care Worker
- Tasks that directly benefit anyone other than the beneficiary
- Participating in any employment/job related activities of the beneficiary

Related Laws, Rules, and Policies

Below is a list of some of the laws that may be helpful to review prior to completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 Revised Code of Washington \(RCW\)](#) for an overview of the WCF;
- The sections in chapter [74.39A RCW](#) related to individual providers, such as RCW 74.39A.005 through 009; 076, 250, 500 through 530; and
- [RCW 43.43.830 through 845 for Washington State Patrol Background Checks](#)

Proposed Specific Provider Qualifications:

To become employed by the Consumer Directed Employer (CDE), you must meet and complete the following requirements, which fall under the State's Long-Term Care Worker requirements:

1. Be 18 years of age or older, be eligible to work in the United States, and pass a criminal background check
2. Complete the CDE's hiring process, including a 5hr Safety & Orientation online training for all provider types
3. Once hired, Individual Providers are considered a Long-Term Care Worker, therefore must adhere to all related state rules
4. Within 120 days of the first day of paid work, an IP must complete the following level of training per provider type:
 - a. **Standard Provider** (non-family over 20hrs/mo) = 70hrs Basic Training, PLUS Home Care Aide (HCA) exam and credentialing (200 days from start date) with 12hrs of Continuing Education (CEs) and HCA renewal annually thereafter
 - b. **Respite Provider** (300hrs or less/calendar yr) = 9hrs Basic Training



General Description of Service

Respite Care is a short-term specialty service offered by residential providers that allows family caregivers time for self-care. Respite Care may be provided by an Adult Family Home, Assisted Living Facility, or Nursing Home. Respite Care provided in a licensed residential care setting can only be provided to non-resident beneficiaries.

Related Laws, Rules, and Policies

Below is a list of some of the laws and rules that may be helpful to review prior to completing an application. This is not a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 RCW, Long-term Services and Supports Trust Program](#)
- [Chapter 70.127 RCW, In-home Services Agencies](#)
- [WACs 246-335-300 through 246-335-455, In-home Services Agencies](#)
- [Chapter 70.128 RCW, Adult Family Homes](#)
- [Chapter 388-76 WAC, Adult Family Home Minimum Licensing Requirements](#)
- [Chapter 80.20 RCW, Assisted Living Facilities](#)
- [Chapter 388-78A WAC, Assisted Living Facilities](#)
- [Chapter 388-112A WAC, Residential Long-Term Care Services Training](#)
- [Chapter 80.51 RCW, Nursing Homes](#)
- [Chapter 388-97 WAC, Nursing Homes](#)
- [RCW 18.79.260\(3\)\(e\), Registered Nurse – Activities Allowed – Delegation of Tasks](#)
- [Chapter 74.39A RCW, Long-Term Care Services Options](#)
- [RCWs 43.43.830 through 43.43.845, Washington State Patrol Background Checks](#)
- [Chapter 388-113 WAC, Disqualifying Crimes and Negative Actions](#)
- [Chapter 39.26 RCW, Procurement of Goods and Services](#)
- [Chapter 388-05 WAC, Contractor Billing Requirements – General](#)

Provider Minimum Qualifications and Operational Standards:

To become a registered WA Care Fund (WCF) provider of Respite Care services, an applicant must:

1. Hold a valid state issued an Adult Family Home, Assisted Living Facility, Nursing Home, or Home Care Agency license.
2. Pass a DSHS name and date of birth background check pursuant to RCWs 43.43.830 through 43.43.845 and chapter 388-113 WAC. Adult Family Home and Assisted Living Facility providers must also pass a fingerprint background check.
3. Conduct a DSHS name and date of birth background check and a fingerprint background check pursuant to RCWs 43.43.830 through 43.43.845 and chapter 388-113 WAC for employees, volunteers, and subcontractors who may have unsupervised access to



vulnerable adults. Complete a name and date of birth background check every two years thereafter.

4. Hold a properly executed DSHS WA Cares provider contract that includes, but is not limited to commercial and professional liability insurance, errors and omissions, bodily injury, business automobile insurance on vehicles used to transport beneficiaries, and naming DSHS as an additional insured.
5. Comply with all applicable federal, state, county, and city laws, regulations, rules, codes, and ordinances.

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General Description of Service

Transportation:

Transportation services are to support beneficiaries transporting to and from the grocery store, medical appointments, social services, and recreational activities.

Typical **Transportation** services include but not limited to trip or mileage reimbursement, bus passes, taxi scripts and ferry tickets.

Related Laws, Rules, and Policies

Below is a list of some of the laws, rules, and policies that may be helpful to review prior to completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 RCW \(Revised Code of Washington\)](#) (add additional references, as available)
- [Chapter 74.39A RCW: Long-Term Care Services Options](#)
- [RCW 43.43.830 through 43.43.845: Washington State Patrol Background Checks](#)
- [Chapter 480-30 or 480-31 WAC \(Washington Administrative Code\) Washington Utilities and Transportation Commission \(WUTC\)](#)

General Provider Qualifications (applies to all DSHS/AAA contracts, per DSHS policy)

To execute a contract and become registered as a WCF Provider, all Contractors must meet the following minimum qualifications:

1. Contractors must meet all Washington state laws to do business in the state (and city/county requirements, if applicable). This includes having all required business license(s), endorsement(s), credential and/or certification to provide the service.
2. The agency owner/contract signatory must pass a DSHS criminal history background check.
3. All employees, volunteers, and subcontractors who may have unsupervised contact with vulnerable adults must have passed a criminal history background check, which must be conducted by the contractor every two years and kept in personnel or subcontractor files. The criminal history background check must at least include Washington State Patrol criminal conviction records.
4. Meet DSHS insurance requirements.

Proposed Specific Provider Qualifications

Any Transportation company that meets the requirements described in the Washington Utilities and Transportation Commission (WUTC) of [Passenger transportation companies](#), or [WAC 480-31 \(Private, nonprofit transportation providers\)](#); or



A beneficiary may turn in receipts for an approved transportation purchase, including transportation provided by a family member, friend, or neighbor, and be reimbursed by a Financial Management Services (FMS) vendor contracted by DSHS if beneficiary submits documentation to FMS vendor for covered purchase.

- For reimbursement of transportation provided by a family member, friend, or neighbor, the driver must be 18 years or older, have a valid Washington state driver's license, and auto insurance. The driver does not need to meet the general provider qualifications.

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General Description of Service

Care Transition Coordination is a specific, time-limited service that complements primary care. It is designed to ensure coordination and health care continuity with the goal of avoiding preventable poor outcomes as beneficiaries return home from an acute care setting like a hospital or skilled nursing facility.

Typical **care transition coordinators** have a minimum of a bachelor's degree in nursing, gerontology, healthcare, social work, or a related field. WCF anticipates most providers will be health homes, home health agencies, medical social workers, and non-profit agencies.

Related Laws, Rules, and Policies

Below is a list of some of the laws, rules, and policies that may be helpful to review prior to completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 Revised Code of Washington \(RCW\)](#)
- [RCW 43.43.830 through 43.43.845: Washington State Patrol Background Checks](#)

General Provider Qualifications (applies to all DSHS/AAA contracts, per DSHS policy):

To execute a contract and become registered as a WCF Provider, all Contractors must meet the following minimum qualifications:

1. Contractors must meet all Washington state laws to do business in the state (and city/county requirements, if applicable). This includes having all required business license(s), endorsement(s), credential and/or certification to provide the service.
2. The agency owner/contract signatory must pass a DSHS criminal history background check.
3. All employees, volunteers, and subcontractors who may have unsupervised contact with vulnerable adults must have passed a criminal history background check, which must be conducted by the contractor every two years and kept in personnel or subcontractor files. The criminal history background check must at least include Washington State Patrol criminal conviction records.
4. Meet DSHS insurance requirements.

Proposed Specific Provider Qualifications

To provide care transition coordination, qualified providers will meet at least one of the following qualifications:

- Solo practitioner or sole proprietor providing or specializing in care transition coordination services.
- Agencies providing or specializing in care transition coordination, including:



- Governmental agencies; and
- Non-profit 501(c)(3) organizations.
- Contracted Health Home Care Coordination Organizations (CCO) associated with a Health Home Lead Entity that employs individuals with the applicable license, credential, or certification.
- Any evidence-based program (EBP) provider that is licensed and credentialed for **Care Transition Coordination**. Fidelity to EBP must be verified at the time of contracting.

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General Description of Service

Dementia Supports offers community-based services non-medical support to beneficiaries and their caregivers to improve care for the beneficiary by:

- Helping develop a behavior support plan for the beneficiary; and
- Providing legal services to write a simple will or draft a power of attorney (POA; including durable POA, medical POA, or both).

Related Laws, Rules, and Policies

Below is a list of some of the laws, rules, and policies that may be helpful to review prior to completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 Revised Code of Washington \(RCW\)](#) (add additional references, as available)
- [RCW 43.43.830 through 43.43.845: Washington State Patrol Background Checks](#)

General Provider Qualifications (applies to all DSHS/AAA contracts, per DSHS policy):

To execute a contract and become registered as a WCF Provider, all Contractors must meet the following minimum qualifications:

1. Contractors must meet all Washington state laws to do business in the state (and city/county requirements, if applicable). This includes having all required business license(s), endorsement(s), credential and/or certification to provide the service.
2. The agency owner/contract signatory must pass a DSHS criminal history background check.
3. All employees, volunteers, and subcontractors who may have unsupervised contact with vulnerable adults must have passed a criminal history background check, which must be conducted by the contractor every two years and kept in personnel or subcontractor files. The criminal history background check must at least include Washington State Patrol criminal conviction records.
4. Meet DSHS insurance requirements.

Proposed Specific Provider Qualifications

Contractors for Dementia Supports must meet at least one of the following requirements:

- **Mental Health Professional**, including:
 - Recognized Behavioral Health Agency ([Chapter 71.24 RCW](#), [Chapter 71.05 RCW](#) and [Chapter 71.34 RCW](#))
 - [Chapter 18.19 RCW](#) and [Chapter 246-810 WAC](#)
 - Agency affiliated counselor



- Certified Advisor
 - Certified Counselor
 - Hypnotherapist
- [Chapter 18.380 RCW](#) and [Chapter 246-805 WAC](#)
 - Applied Behavior Analysis
 - Certified behavior technician
 - Licensed behavior analyst (includes assistant)
- [Chapter 18.225 RCW](#) and [Chapter 246-809 WAC](#)
 - Marriage and Family Therapist (includes associate)
 - Mental Health Counselor
 - Social Worker (includes associate)
- Psychologist ([Chapter 18.83 RCW](#) and [Chapter 246-924 WAC](#))
- **Licensed Legal Professional** (Chapter 2.44 RCW and Washington State Bar Association: Admission and Practice Rules)

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General Description of Service

Education and Consultation:

Through this service, beneficiaries, and caregivers (including paid and unpaid family members) receive non-medical education, consultation, behavior management and training regarding the beneficiary's diagnoses and chronic health issues aimed at supporting the beneficiary to better manage their activities of daily living and their health and wellness.

Education and consultation services can also include evidence-based programs (EBPs) including but not limited to:

- Chronic Disease Self- Management Education Programs (CSDMP)/ Tomando Control de su Salud (Spanish CDSMP)
- Stay Active & Independent for Life (SAIL; a strength, balance, and fitness program for adults 65 and older)
- Otago (fall reduction exercise program)
- A Matter of Balance (program to reduce fear of falling with exercises to increase strength and balance)
- Aging Mastery (helps older adults take key steps to improve their well-being, add stability to their lives, and strengthen their involvement in the community.)

Related Laws, Rules, and Policies

Below is a list of some of the laws, rules, and policies that may be helpful to review prior to completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 Revised Code of Washington \(RCW\)](#) (add additional references, as available)
- [RCW 43.43.830 through 43.43.845: Washington State Patrol Background Checks](#)

General Provider Qualifications (applies to all DSHS/AAA contracts, per DSHS policy):

To execute a contract and become registered as a WCF Provider, all Contractors must meet the following minimum qualifications:

1. Contractors must meet all Washington state laws to do business in the state (and city/county requirements, if applicable). This includes having all required business license(s), endorsement(s), credential and/or certification to provide the service.
2. The agency owner/contract signatory must pass a DSHS criminal history background check.
3. All employees, volunteers, and subcontractors who may have unsupervised contact with vulnerable adults must have passed a criminal history background check, which must be



conducted by the contractor every two years and kept in personnel or subcontractor files. The criminal history background check must at least include Washington State Patrol criminal conviction records.

4. Meet DSHS insurance requirements.

Proposed Specific Provider Qualifications

The Contractor must meet the following qualifications for the education and training provided and the Contractor and any employees of the Contractor must maintain all necessary license, registration and certification as required by law. Applicable licensing laws include but are not limited to the following:

- Registered Nurse (RN) licensed under [RCW 18.79](#) and [Chapter 246-840 WAC](#);
- Licensed Practical Nurse under [RCW 18.79](#) and [Chapter 246-840 WAC](#);
- Certified Dietician/Nutritionist under [RCW 18.138](#);
- Physical Therapist (PT) licensed under [RCW 18.74](#);
- Occupational Therapist (OT) licensed under [RCW 18.59](#)
- Home Health Services under [RCW 70.127](#) and [WAC 246-335](#)
- Home Care Agency under [RCW 70.127](#) and [WAC 246-335](#)
- Community College as higher education institution conducting programs under [RCW 28B.50](#)
- Community Mental Health Agency – licensed under [WAC 388-865](#);
- Pharmacist – Licensed under [RCW 18.64](#);
- Evidence-Based Trainers meeting these qualifications: certification in an evidence-based training program.
- Centers for Independent Living
- Board-Certified Music Therapist (MT-BC) with active credential.
- Recreation Therapist ([RCW Chapter 18.230](#) and [WAC 246-927](#))
- Contracted Health Home Care Coordination Organizations (CCO) associated with a Health Home Lead Entity that employs individuals with the applicable license, credential, or certification.
- Learning Management System such as (but not limited to) [CareLearn Washington](#)



General Description of Service

Home Safety Evaluation offers the assessment of a beneficiary's home (rented or owned) by a professional therapist to identify and reduce or eliminate potential hazards to help minimize injury and improve accessibility while in the home.

Related Laws, Rules, and Policies

Below is a list of some of the laws, rules, and policies that may be helpful to review prior to completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 Revised Code of Washington \(RCW\)](#) (add additional references, as available)
- [RCW 43.43.830 through 43.43.845: Washington State Patrol Background Checks](#)

General Provider Qualifications (applies to all DSHS/AAA contracts, per DSHS policy):

To execute a contract and become registered as a WCF Provider, all Contractors must meet the following minimum qualifications:

1. Contractors must meet all Washington state laws to do business in the state (and city/county requirements, if applicable). This includes having all required business license(s), endorsement(s), credential and/or certification to provide the service.
2. The agency owner/contract signatory must pass a DSHS criminal history background check.
3. All employees, volunteers, and subcontractors who may have unsupervised contact with vulnerable adults must have passed a criminal history background check, which must be conducted by the contractor every two years and kept in personnel or subcontractor files. The criminal history background check must at least include Washington State Patrol criminal conviction records.
4. Meet DSHS insurance requirements.

Proposed Specific Provider Qualifications

Contractors for **Home Safety Evaluations** must meet at least one of the following requirements:

- A licensed Home Health Agency that meets the requirements of [Chapter 246-335 WAC](#) and [Chapter 70.127 RCW](#).
- A licensed occupational therapist meeting the requirements of [Chapter 18.59 RCW](#) and [Chapter 246-847 WAC](#) (solo practitioner or agency).
- Any licensed physical therapist meeting the requirements of [Chapter 18.74 RCW](#) and [Chapter 246-915 WAC](#) (solo practitioner or agency).



General Description of Service

Memory Care is a specialty service provided to beneficiaries with dementia in residential care settings. Specialty training for dementia care must be completed prior to providing Memory Care services to residents. Adult Family Home resident managers, entity representatives and caregivers; and Assisted Living Facility administrators, their designees, and caregivers must complete specialty training under Chapter 388-112A WAC. Nursing Homes must provide staff who have contact with residents with initial and ongoing training on special needs and care approaches applicable to residents with dementia.

Related Laws, Rules, and Policies

Below is a list of some of the laws and rules that may be helpful to review prior to completing an application. This is not a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 RCW, Long-term Services and Supports Trust Program](#)
- [Chapter 70.128 RCW, Adult Family Homes](#)
- [Chapter 388-76 WAC, Adult Family Home Minimum Licensing Requirements](#)
- [Chapter 80.20 RCW, Assisted Living Facilities](#)
- [Chapter 388-78A WAC, Assisted Living Facilities](#)
- [Chapter 388-112A WAC, Residential Long-Term Care Services Training](#)
- [Chapter 80.51 RCW, Nursing Homes](#)
- [Chapter 388-97 WAC, Nursing Homes](#)
- [RCW 18.79.260\(3\)\(e\), Registered Nurse – Activities Allowed – Delegation of Tasks](#)
- [Chapter 74.39A RCW, Long-Term Care Services Options](#)
- [RCWs 43.43.830 through 43.43.845, Washington State Patrol Background Checks](#)
- [Chapter 388-113 WAC, Disqualifying Crimes and Negative Actions](#)
- [Chapter 39.26 RCW, Procurement of Goods and Services](#)
- [Chapter 388-05 WAC, Contractor Billing Requirements – General](#)

General Provider Qualifications (applies to all DSHS/AAA contracts, per DSHS policy):

To become a registered WA Cares Fund (WCF) provider of Memory Care services, an applicant must:

1. Hold a valid state issued Adult Family Home, Assisted Living Facility, or Nursing Home license.
2. Pass a DSHS name and date of birth background check pursuant to RCWs 43.43.830 through 43.43.845 and chapter 388-113 WAC. Adult Family Home and Assisted Living Facility providers must also pass a fingerprint background check.
3. Conduct a DSHS name and date of birth background check and a fingerprint background check pursuant to RCWs 43.43.830 through 43.43.845 and chapter 388-113 WAC for employees, volunteers, and subcontractors who may have unsupervised access to vulnerable adults. Complete a name and date of birth background check every two years thereafter.



4. Hold a properly executed DSHS WA Cares provider contract that includes, but is not limited to commercial and professional liability insurance, errors and omissions, bodily injury, business automobile insurance on vehicles used to transport beneficiaries, and naming DSHS as an additional insured.
5. Comply with all applicable federal, state, county, and city laws, regulations, rules, codes, and ordinances.

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General Description of Service

Professional Services include:

- **Skilled Nursing:** a service that is intended for short-term, intermittent treatment of acute conditions or exacerbation of a chronic condition. Skilled nursing is used for treatment of chronic, stable, long-term conditions that cannot be delegated or self-directed.
- **Nurse delegation:** allows an RN to delegate specific skilled nursing tasks to nursing assistants or home care aides for eligible clients who have a skilled nursing task need. Tasks that can be delegated include, but are not limited to:
 - Oral medication and administration
 - Topical medication administration
 - Nasal sprays
 - Eye drops
 - Gastrostomy tube feedings (including med. administration)
 - Wound care (simple, non-complex) as determined by the delegating nurse.
 - Blood glucose monitoring
 - Insulin or non-insulin injectables for the treatment of diabetes
 - Non-sterile tracheal and oral suctioning

NOTE: Other nursing tasks may be determined appropriate by the delegating nurse. Tasks that are prohibited by RCW and WAC from being delegated are:

- Administration of medications by injection (by intramuscular, intradermal, subcutaneous, intraosseous, intravenous, or otherwise) with exception of insulin injections.
 - Sterile procedures
 - Central line maintenance
 - Anything that requires nursing judgement.
- **Private Duty Nursing (PDN):** a program that provides in-home skilled nursing care to individuals who would otherwise be served in a medical institution. Individuals using PDN services are dependent on a technology modality, including mechanical ventilation, complex respiratory support, tracheostomy, intravenous (IV) or parenteral administration of medications, or IV administration of nutritional substances. The purpose of PDN is to:
 - Provide community-based alternatives to institutional care for clients who have complex medical needs and require skilled nursing care on a continuous and daily basis that can be provided safely outside of an institution.
 - Support client families, who must assume a portion of the client's care.



Related Laws, Rules, and Policies

Below is a list of some of the laws, rules, and policies that may be helpful to review prior to completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 Revised Code of Washington \(RCW\)](#) (add additional references, as available)
- [Chapter 74.39A RCW: Long-Term Care Services Options](#)
- [Chapter 18.79.260 RCW: Registered nurse - Activities allowed - Delegation of tasks](#)
- [WAC 246-840 Practical and Registered Nursing](#)
- [RCW 43.43.830 through 43.43.845: Washington State Patrol Background Checks](#)

General Provider Qualifications (applies to all DSHS/AAA contracts, per DSHS policy):

To execute a contract and become registered as a WCF Provider, all Contractors must meet the following minimum qualifications:

1. Contractors must meet all Washington state laws to do business in the state (and city/county requirements, if applicable). This includes having all required business license(s), endorsement(s), credential and/or certification to provide the service.
2. The agency owner/contract signatory must pass a DSHS criminal history background check.
3. All employees, volunteers, and subcontractors who may have unsupervised contact with vulnerable adults must have passed a criminal history background check, which must be conducted by the contractor every two years and kept in personnel or subcontractor files. The criminal history background check must at least include Washington State Patrol criminal conviction records.
4. Meet DSHS insurance requirements.

Proposed Specific Provider Qualifications

The **Professional Services** contractor must comply with all requirements for the specific professional service they are licensed, credentialed, and/or certified to provider, including any of the following:

- **Nursing services** ([RCW 18.79](#) and Chapter [246-840 WAC](#)):
 - Licensed Practical Nurse (LPN)
 - Registered Nurse (RN)



Providers include, but are not limited to:

- Solo practitioners or sole proprietor nurses
- Home Health Agencies licensed under chapter 70.127 RCW.
- Contracted Health Home Care Coordination Organizations (CCO) associated with a Health Home Lead Entity that employs nurses with the applicable license, credential, or certification.

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General Description of Service:

Housework and Errands services supports beneficiaries to remain in the community by assisting with the health and safety of the beneficiary who may no longer be able to perform such duties. This service can be used to eliminate the burden of these tasks typically left to family members or risk institutionalization of the beneficiary. This service should not be used by beneficiaries who are already receiving any kind of in-home personal care as IADLs are included in that service.

Housework may include:

- Cleaning kitchens and bathrooms;
- Sweeping, vacuuming, and mopping floors;
- Dusting;
- Assistance with laundry onsite or at a laundry mat (washing, drying, and folding clothes);
- Changing bedding and making the bed;
- Cleaning ovens and refrigerators;
- Washing interior windows and walls of areas of the home used by the beneficiary.
- Keeping walkways free of clutter or hazard
- Removing extreme clutter and garbage that may be causing health and safety issues;
- Sweeping & mopping behind and under major appliances such as refrigerators, dryers, washing machines, etc.

Errands may include:

- Grocery shopping
- Local essential trips such as banking, going to the pharmacy, post office

Excluded tasks include:

- Personal care tasks (bathing, grooming, dressing, etc.)
- Yard work and external house cleaning or maintenance;
- Home repairs;
- Pet care;
- Any task that requires skills not usual to performing household chores
- Errands outside of a reasonable distance from the beneficiary's residence, or trips that are non-essential
- Providing service to anyone in the household other than the beneficiary
- Packing, rearranging furniture unless to support safe walkways through the home



Related Laws, Rules, and Policies

Below is a list of some of the laws, rules, and policies that may be helpful to review prior to completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 Revised Code of Washington \(RCW\)](#) (add additional references, as available)
- [Chapter 74.39A RCW: Long-Term Care Services Options](#)
- [RCW 43.43.830 through 43.43.845: Washington State Patrol Background Checks](#)

General Provider Qualifications (applies to all DSHS/AAA contracts, per DSHS policy):

To execute a contract and become registered as a WCF Provider, all Contractors must meet the following minimum qualifications:

1. Contractors must meet all Washington state laws to do business in the state (and city/county requirements, if applicable). This includes having all required business license(s), endorsement(s), credential and/or certification to provide the service.
2. The agency owner/contract signatory must pass a DSHS criminal history background check.
3. All employees, volunteers, and subcontractors who may have unsupervised contact with vulnerable adults must have passed a criminal history background check, which must be conducted by the contractor every two years and kept in personnel or subcontractor files. The criminal history background check must at least include Washington State Patrol criminal conviction records.
4. Meet DSHS insurance requirements.

Proposed Specific Provider Qualifications

- One year of operating legally in the State of Washington as a business
- Must be able to comply with OSHA's standards for use of cleaning agents



General Description of Service:

Yardwork and Snow Removal services are available to beneficiaries who may need this support to remain in the community. The purpose will be to allow safe egress/entry into the home; reduce potential fire danger; assist the beneficiary to comply with local city/county codes, or other local requirements, such as a Homeowner’s Association, or to address violations to remain in their choice of setting.

Yardwork consists of maintaining the property where the beneficiary resides:

- Trimming bushes, grass, low hanging branches away from home and main walkways to ensure safe egress and reduce fire hazard
- Raking leaves
- Mowing lawn
- Watering plants/bushes
- Weeding
- Cleanup and removal of debris associated with yardwork

Excluded is:

- General yard work such as planting flowers, shrubs, and trees for esthetic purposes.
- Landscaping projects
- Maintenance of indoor plants.
- Maintenance of a vegetable garden

Snow Removal consists of removing snow and ice from sidewalks, driveways, entryways, etc. to provide safe egress and entry to the home for the beneficiary.

Related Laws, Rules, and Policies

Below is a list of some of the laws, rules, and policies that may be helpful to review prior to completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 Revised Code of Washington \(RCW\)](#) (add additional references, as available)
- [Chapter 74.39A RCW: Long-Term Care Services Options](#)
- [RCW 43.43.830 through 43.43.845: Washington State Patrol Background Checks](#)

General Provider Qualifications (applies to all DSHS/AAA contracts, per DSHS policy):

To execute a contract and become registered as a WCF Provider, all Contractors must meet the following minimum qualifications:



1. Contractors must meet all Washington state laws to do business in the state (and city/county requirements, if applicable). This includes having all required business license(s), endorsement(s), credential and/or certification to provide the service.
2. The agency owner/contract signatory must pass a DSHS criminal history background check.
3. All employees, volunteers, and subcontractors who may have unsupervised contact with vulnerable adults must have passed a criminal history background check, which must be conducted by the contractor every two years and kept in personnel or subcontractor files. The criminal history background check must at least include Washington State Patrol criminal conviction records.
4. Meet DSHS insurance requirements.

Proposed Specific Provider Qualifications

- One year of operating legally in the State of Washington as a business

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