



# Skagit County Department of Public Health

*"Always working for a safer  
and healthier Skagit County"*

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## **SKAGIT COUNTY QUALIFIED PROVIDER OVERVIEW FOR DEVELOPMENTAL DISABILITY DAY PROGRAM SERVICES**

### **I. THE REQUIREMENT FOR CHOICE OF PROVIDERS**

- A. Adult employment and day services for persons with developmental disabilities age 21 and older result in improved life quality and increased options and choices. Additionally, the Center for Medicaid and Medicare Services (CMS) requires that individuals have a choice among qualified providers. Under Medicaid rules and regulations CMS states that qualifying and accepting new providers is an ongoing process and that all providers must meet stipulated qualifications.
- B. Counties are required to solicit subcontractors, at a minimum, once every four years. Skagit County meets this obligation through an open and continuous Request for Qualifications (RFQ).
- C. Funding for Child Development Services for qualifying individuals age birth to three are contracted with qualified providers at the beginning of each biennium. All funds are fully committed each biennium. Interested agencies competing for these funds must have their applications submitted by April 30 prior to the beginning of a state biennial cycle.

### **II. SERVICES**

Skagit County contracts for the following services, as defined in the Budgeting, Accounting, and Reporting System (BARS) promulgated by the Office of the State Auditor.

#### **A. 568.61 Child Development Services (Birth to Three)**

Child Development Services are designed to meet the developmental needs of each eligible child and the needs of the family related to enhancing the child's development. Services may include specialized instruction, speech-language pathology, occupational therapy, physical therapy, assistive technology, vision services and to the maximum extent appropriate are provided in natural environments.

#### **B. 568.62 Group Supported Employment**

Group Supported Employment services are a part of an individual's pathway to integrated jobs in typical community employment. These services include many of the elements described in Individual Supported Employment and offer ongoing supervised employment for groups of no more than eight (8) workers with disabilities in the same setting. Examples include enclaves, mobile crews, and other business models employing small groups of workers with disabilities in integrated employment in community settings.

#### **C. 568.64 Individual Supported Employment**

Individual Supported Employment services are a part of an individual's pathway to employment and are tailored to individual needs, interests, abilities, and promote career development. These are individualized services necessary to help persons with developmental disabilities obtain and continue integrated employment at or above the state's minimum wage in the general workforce. These services may include intake, discovery, assessment, job preparation, job marketing, job supports, record keeping and support to maintain a job.

**D. 568.65 Individualized Technical Assistance Services**

Individualized Technical Assistance services are a part of an individual's pathway to individual employment. This service provides assessment and consultation to the employment provider, client and their support system to identify and address existing barriers to employment. This is in addition to supports received through supported employment services or pre-vocational services for individuals who have not yet achieved their employment goal.

**E. 568.67 Community Inclusion**

Community Inclusion services are individualized services provided in typical integrated community settings for individuals in retirement. Services will promote the person's competence, integration, physical or mental abilities. Services assist individuals to participate in activities, events and organizations in the community in ways similar to others of similar age. These services may also be available for working age individuals who have received nine months of an employment type service.

**III. SERVICE GUIDELINES AND EXPECTATIONS**

Qualified providers must be able to meet the requirements of the DSHS/DDA Policy 6.13 "Provider Qualifications for Employment and Day Program Services"

<https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy6.13.pdf>

as well as the County Guidelines.

[https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/c\\_guidelines.pdf](https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/c_guidelines.pdf)

**IV. FUNDING**

Funding availability will be determined by the amount of funding awarded to the County by DSHS/DDA during the contract period. Compensation for services provided will be on a fee-for-service basis. Individual funding rates will be based on the client individual support needs, and where appropriate include acuity level and employment history.

The minimum service level for each Individual Funding Rate is the minimum requirement for the Contractor to receive reimbursement. All services are authorized by both DSHS/DDA and the County, prior to acceptance by the qualified service provider. Contact the County DD Program Coordinator to obtain the current rate reimbursement schedule. Rates are subject to change based on funding awarded to the County.

**V. MAINTAINING QUALIFIED PROVIDER STATUS**

- A. Obtaining Qualified Provider status does NOT guarantee that an agency, organization, or qualified individual will have any clients to serve. Clients, with the assistance of their guardians, advocates or family members, choose their provider. When an entity obtains qualified provider status, this entity will be included in the "choice interview process" clients undergo when they select a provider.

- B. Once an agency, organization or qualified individual has obtained Qualified Provider status, they must have the ability to enter into a contract with Skagit County. Qualified Providers must provide documentation whenever requested and at a minimum during their biennial review to maintain Qualified Provider status. Qualified Providers must demonstrate that they remain in good standing and that they have a focus on quality improvement in all areas of program services.

## **VI. CONTRACTOR REQUIREMENTS**

- A. The agency shall be able to meet all requirements of Skagit County's standard Employment and Day contracting requirements. Requests for waivers to the County's standard general terms and conditions and specific terms and conditions required of all employment and day contractors will not be considered and will disqualify the agency's application.
- B. The agency shall be able to procure and maintain the insurance coverage requirements as determined by the County for the programs or populations to be served. Requests for waivers for insurance requirements or reductions in limits will not be considered by Skagit County and will disqualify the agency's application.
- C. The agency shall certify to the administrative and fiscal management capability and stability of the agency/organization to provide services in accordance with the Skagit County's contracting procedures.
- D. The agency shall certify that it is a legal entity eligible to conduct business in Washington State and has fulfilled all necessary requirements.
- E. The agency shall certify that neither it nor its principals nor any sub-contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- F. The agency shall have the ability to meet and follow all federal and state laws and all Division of Developmental Disabilities and Skagit County policies as they pertain to their operations of business.

## **VII. RIGHT TO APPEAL**

Skagit County reserves the right to reject, in whole or in part, any and all proposals received. Skagit County reserves the right to negotiate contract terms subsequent to the submissions of proposals from the selected qualified proposers. All proposals are public information and subject to public disclosure. The County is not liable for any costs incurred by proposers prior to entering into a Contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the proposer in responding to the NOFA are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the County.

Non-selected applicants have the right to appeal the decision of the County, limited to procedural or legal errors in the selection process. In the event that no such procedural or legal errors are found to have occurred, the decision of the County shall be final.

## **VIII. PUBLIC DISCLOSURE**

Washington State Public Records Act (Revised Code of Washington 42.56) requires

public agencies in Washington to make public records available for inspection and copying unless they fall within the specified exemptions contained in the ACT, or are otherwise privileged.

If you are interested in submitting a Qualified Provider application, please contact:

Skagit County Department of Public Health  
Developmental Disabilities Program  
700 So. Second Street, Room 301  
Mount Vernon, WA 98273  
360-416-1500