**Specialized Habilitation**

**Qualifications**

a. The Contractor must be a Life Skills Coach with current and valid certification, or have a

Bachelor’s, Master’s, or Doctoral degree in the field of psychology, sociology, social work,

education, child development, gerontology, recreational therapy, nursing, or other related field

approved in advance by DDA, or be in a University internship program for psychology,

sociology, social work, education, child development, gerontology, recreational therapy, or

nursing and be supervised by the University’s internship program

b. The Contractor must have a minimum of one (1) year experience working with individuals

who experience a developmental or intellectual disability, for Stabilization services, that

experience must include supporting individuals with Intellectual or Developmental Disabilities

when experiencing crisis or destabilized behaviors.

**Statement of Work**

The Contractor shall provide the services and staff, and otherwise do all things

necessary for or incidental to the performance of work, as set forth below:

a. Specialized Habilitation services must promote inclusion in the community and be

individualized to

the Client participant. Supports shall be provided with the intent of reaching a habilitative goal

identified in the PCSP and in compliance with the Specialized Habilitation Policy.

b. The Contractor shall provide support to address up to three goals under one (1) or more of the

following Specialized Habilitation domains as authorized by DDA:

(1) Self-Empowerment. Support to increase self-esteem, confidence and develop skills to achieve

personal development goals.

(2) Safety Awareness and Self-Advocacy. Support to increase safety awareness and effectively

express desires or needs.

(3) Interpersonal Effectiveness and Effective Social Communication. Support to learn and

develop social skills used to build and maintain friendships or increase acceptance in the

community or at home.

(4) Coping Strategies Regarding Everyday Life Challenges. Support to improve problem solving

skills and reduce stress associated with unexpected or unavoidable situations.

(5) Managing Daily Tasks and Acquiring Adaptive Skills. Support to develop the skills

necessary to reside successfully and increase independence in the home and community.

c. Deliver services and supports in community-based settings, which enable an individual to

attain the

maximum functioning level or to be supported in such a manner that allows an individual to gain

an increased level of self-sufficiency. For PASRR clients only, some services may be provided in

a skilled nursing facility.

d. Update the Specialized Habilitation Plan goals with input from the client annually or more

often if needed or when requested by the client or DDA.

e. Initiate a referral to a physician, mental health professional or other appropriate resource if a

client presents with a potential underlying medical, mental health, or educational support needs.

5. Initial Specialized Habilitation Plan. Contractor will develop and implement a written

Specialized Habilitation Plan for each client that includes, at a minimum, the following:

a. Specific measurable, observable, time-limited goals and objectives (no more than three at a

time);

b. Specialized Habilitation service and subcategory being targeted, including the proposed

frequency and duration of service and methods to be used;

c. Treatment strategies to achieve the goal;

d. A description of how Client progress toward goals will be assessed or measured;

e. Goal completion criteria stated in objective, measurable terms; and

f. Client signature indicating participation in plan development.

Contractor shall submit the initial Specialized Habilitation Plan to the DDA Case Resource

Manager (CRM) within thirty (30) days of service being authorized by DDA.

6. Quarterly Reports. Specialized Habilitation Plan quarterly reports shall be submitted every

ninety (90)

days and must include the following:

a. Specialized Habilitation Plan SMART Goals and Objectives:

(1) Specific - what to achieve, how to achieve, why to set the goal.

(2) Measurable - focus on the amount, frequency or timeline.

(3) Attainable - within reach and not too difficult to achieve.

(4) Relevant based on input from the client and related to needs identified in the PCSP.

(5) Timely - be realistic to help measure progress and keep focused on the development of the

individual.

b. Current treatment strategies;

c. Summary of the clients progress towards achieving their habilitative goals and objectives in

measurable terms;

d. Specific service dates and times during the previous 90 days;

e. The number of fifteen (15) minute units of service provided by specific Specialized

Habilitation service for each month of the reporting period;

f. Documentation of all mandatory referrals to the client and or legal representative or other

appropriate person if the client presents with potential underlying medical, mental health, or

educational support needs; and

g. Provide quarterly reports regarding progress toward Specialized Habilitation Plan goals to the

DDA CRM every ninety (90) days from the date of the initial Specialized Habilitation Plan, or

more frequently if requested by DDA.

**Complete Background Check**

Employees have to agrees to undergo and successfully complete a DSHS criminal history

background check conducted by DSHS every three years or more often as required by program

rule or as otherwise stated in the contract, and as required under RCW

43.20A.710, RCW 43.43.830 through 43.43.842. If the Contractor has owners, administrators,

subcontractors, employees or volunteers who may have unsupervised access to Clients in the

course of performing the work under this Contract, the Contractor shall require those owners,

administrators, subcontractors, employees or volunteers to successfully complete a criminal

history background check prior to any unsupervised access and at least every three years

thereafter or more often if required by program rule or as otherwise stated in the contract. The

Contractor must maintain documentation of successful completion of required background

checks.

**Mandated Reporter Training**

-The Contractor shall ensure that all current employees and

volunteers, who are mandated reporters or who have access to children, read and/or view the

materials in DSHS Mandated Reporter Toolkit within thirty (30) days of the effective date of a

first time DSHS Contract and annually thereafter; that all newly hired employees and volunteers

who are mandated reporters or who have access to children read and/or view the materials in

the Mandated Reporter Toolkit within two (2) weeks of initial employment. After reading and

reviewing the materials, each employee and volunteer shall sign and date a statement

acknowledging their duty to report child maltreatment and affirming that he or she

understands when and how to report suspected child abuse or neglect. The Contractor shall

retain the signed statement in each individual’s personnel file.

Familiarity with Mandated Reporting is required.