**Specialized Goods and Services**

The purpose of this Contract is to provide assistance and support to Clients with the

purchasing of assistive technology goods to increase the Client’s independence or substitute for human assistance and assist with purchasing necessary household goods/items to help stabilize community living for eligible Clients discharging from an institutional setting to a home and community-based setting.

**Provider Qualifications- Age 21 or older**

Employees of the Contractor must maintain all necessary license

registration and certification as required by State statues or regulations.

Employees who provide transportation services must meet the following qualifications:

(1) Operate and maintain the transportation vehicles in a manner consistent with protecting and promoting the Client health and welfare.

(2) Have a current, active driver’s license, or employ drivers who have current drivers’ licenses,

appropriate to the operation of the vehicle(s) utilized in the transport of Clients.

(3) Have applicable Business Automobile Liability Insurance as described in this Contract before

providing transportation.

4) Employee most display a level of integrity to accomplish buying goods for clients with contractor’s business accounts.

* Have a valid driver's license
* Clean driving record and provide a driver's abstract
* Proof of vehicle insurance
* Complete a background check
* Complete the Mandated Reporter training
* Confidentiality Training/Abide by the confidentiality requirements

**Statement of Work**

(1) Community Transition Services: The Contractor shall provide assistance to set-up non-

recurring expenses and to assist with purchasing necessary household goods/items for Clients

who are transitioning from an institutional setting to a living arrangement in a home-and-

community-based setting where the Client is directly responsible for his or her own living

expenses. Allowable expenses are those necessary to enable a Client to establish a basic

household that does not constitute room and board and may include the following:

(a) Security deposits that are required to obtain a lease on an apartment or home, including first

month’s rent;

(b) Essential household furnishings and moving expenses required to occupy and use a

community domicile, including furniture, window coverings, food preparation items, and

bed/bath linens;

(c) Set-up fees or deposits for utilities and/or service access, including telephone, electricity,

heating, water, and garbage;

(d) Services necessary for the Client’s health and safety, such as pest eradication and one-time

cleaning prior to occupancy;

(e) Moving expenses; and

(f) Activities to assess need, arrange for, and procure needed resources.

(2) Purchasing: Purchasing services must only be provided to eligible Clients as authorized in the

Client’s Person-Centered Service Plan. For Contractors who provide purchasing and payment

services, the Contractor must:

(a) Make purchases only after authorized by the Case Manager;

(b) Not be reimbursed for any purchases that are not clearly authorized by the Case Manager;

(c) Obtain input from Client before making purchases;

(d) Provide a written, itemized quote for the most appropriate and cost-effective goods to meet

the Client’s need;

(e) Provide paper or electronic receipts signed by Client to Case Manager for all purchased

items verifying that Client has received the item(s) prior to reimbursement;

(f) Provide Case Manager with receipts and other documentation if items are returned or

exchanged. If items are returned, Contractor must return payment to Case Manager

following the ProviderOne recoupment process;

(g) Be responsible for arranging transportation/delivery of items to Client’s appropriate location;

(h) Be responsible to replace the goods if items are lost, stolen, or broken prior to providing the

goods to the Client;

(i) Arrange for the repair of the purchased goods. Reimbursement for repairs will be made after

Client receives the repaired goods and the Case Manager receives the original receipt

signed by the Client for repairs made; and

(j) Assist the Client in rectifying any unresolved issues associated with purchased goods.

(3) Transportation: Transportation services must only be provided to eligible Clients as authorized

in the Client Person-Centered Service Plan. The Contractor must:

(a) Provide Clients with transportation who choose to participate in the purchase of assistive

technology goods or household goods/items if a Client has been approved to receive

Assistive Technology or Community Transition services. The Contractor shall allow the

Client’s caregiver to accompany the Client at no extra cost if the Client needs assistance

during the trip or at the destination. Transportation provided under this Contract shall not

replace Transportation Services to medical care provided under the Medicaid transportation

brokerage.

(b) Be responsible for the entire performance of the Transportation Services in accordance with

federal, state, and local ordinances, statutes, and regulations.

(c) Maintain transportation records to document the dates, times, destinations, and distances of

each Client’s Transportation Services. Upon request, the Contractor shall make the records

available to DSHS or DSHS/designee for review and audit.

**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.