



Consolidated HCS and DDA
Client Services Contract for IPs
Effective January 19th, 2015



Background

- HCS/AAA and DDA currently have separate IP contracts and different renewal timeframes:
 - DDA contract is renewed every 3 years.
 - HCS/AAA contract is renewed every 4 years.
- HCS/AAA and DDA currently have different background check timeframe requirements:
 - DDA background checks are renewed every 3 years
 - HCS/AAA background checks are renewed every 2 years

What do we have now?

Having two separate contracts creates:

- Inefficiencies
- Inconsistencies
- Confusion
- May cause delays in authorizing a client's choice of provider when an IP wants to work for both HCS/AAA and DDA clients.

Why is this a problem?

- Response to requests from field staff, providers, clients, advocacy groups, etc.
- Bring the contract into alignment with current rules.
- Ongoing efforts to align HCS/AAA and DDA policies and procedures to:
 - Increase efficiency and consistency in programs
 - Improve outcomes for clients and providers
 - Improve consistency among Administrations/Divisions

Why did a consolidated contract get created?

What's new, changed, or clarified?



The combined IP contract will be in the ACD on January 19th, 2015.

One Client Service Contract for IP Services will be used for both HCS/AAA and DDA

HCS/AAA and DDA will all have consistent contract renewal and background recheck timeframes:

- Contracts will be renewed every 4 years.
- WA State name and date of birth background rechecks will be required at least every 2 years.

What happens to renewal timeframes?

- There will no longer be separate contract codes distinct to the Home Care Referral Registry (HCRR).
- IP contracts will be renewed every 4 years.
- WA state name and date of birth background rechecks will be required at least every 2 years.

What are the changes for the HCRR?

For HCS/AAA, DDA, and HCRR:

- The new contract code in the ACD for **all** IP contracts is: 1059XP
- There are no longer any sub codes

What contract code do we use?

- Review the attachments “Table of Changes” in the MB, for your division or administration to see an overview of the most significant changes to the contract.
- You may wish to do a side-by-side comparison of the old and new contract when you are reviewing the table and getting familiar with the most significant changes.
- Keep in mind that many minor wording changes or other less significant changes have been made to the contract as well, but efforts were made to highlight the most significant changes.

What are the changes to the contract?



Action

- Use the new contract code in the ACD for IP services: 1059XP
- Continue to create and keep the IP file in your office, per your usual procedures.
- Continue to track contract and background check renewal timeframes, per your usual procedures using the indicated timeframes (4 yrs. Contract, 2 yrs. BG check)

Effective January 19th:



Action for new IPs

- Begin using the new IP contract for all new providers contracted on or after January 19th, 2015 for personal care and respite services.

Begin using new
contract:

Prior to initiating a contract for a new IP, you must check in the ACD:

- To see if there are any contracts terminated for default. If so, follow your current procedures.
- To see if the IP has any other active contracts with HCS/AAA, DDA, or HCRR (these include 1022, 1763, 1222, 1273 or 1059).

Check for other
contracts:

- Treat the IP as a new provider and continue with current processes for contracting and background checks.

If no other contracts
exist:

1. Check in the ACD to ensure the contract is in signed status, print out the face sheet of the contract and put it for the IP file.
2. Note the begin date of the contract in your tracking system so that you know when the contract is due for renewal. You must track this in case you end up doing the renewal.
3. Request copies of **all** of the background check Results Letters and all attachments from the office that completed the new contract and background check. (*Remember to also get a copy of the Final Results Letter (fingerprint results)*).

If a new shared contract
already exists:

4. Review the results of the background check and follow current procedures, including completing a Character Competency & Suitability (CC&S) for a Record letter (AB).
5. Track the date the background check was done to ensure timely renewal, per your usual office procedures.
6. Place all documents (first page of contact, all bg check results, and each CC&S) in the IP file. *Note: the Contractor Intake form will only be in the IP file for the office who originated the contract.*

If a new shared contract
already exists: (cont.)

1. Create a new shared contract in the ACD.
2. Notify HQ contracts staff of the other existing contracts.
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If an old but active contract for
HCS/AAA, DDA HCRR exists...

HQ contracts staff will:

- a) Terminate all other existing contracts for convenience.
- b) Notify the IP, via mail, that the old contract/s is being terminated and the new shared contract is valid for both HCS/AAA and DDA programs.
- c) Inform the contact person indicated in the ACD *documents location* of the contract being terminated, by sending them a courtesy copy of the IP letter.

If an old but active contract for
HCS/AAA, DDA HCRR exists... (cont.)

3. Ensure the IP completes a new name and date of birth and a fingerprint background check (if required and not already completed), per current procedures.
4. Send copies of the background check Results Letters and attachments to the HCS/AAA, DDA, and HCRR offices:
 - With open SSPS authorizations; and
 - Whose other contracts were terminated for convenience due to the creation of the shared contract.

If an old but active contract for
HCS/AAA, DDA HCRR exists... (cont.)

5. Track the date of the background check, per your normal office procedures.
6. Place all documents (first page of signed contract, Contractor Intake form, background check results, and CC&S) in the IP file.

If an old but active contract for HCS/AAA, DDA HCRR exists... (cont.)

1. You will receive a courtesy copy of the IP termination letter from HQ contracts staff letting you know that a new shared contract was completed.
2. Check the ACD to ensure the contract is in signed status and print the face sheet for your IP file.
3. Track the date of the new contract, per your normal office procedures, to ensure you know when a renewal is due.
4. Request a copy of the background check letter and all attachments from the office that completed the new contract and bg check, if you do not receive them from that office timely. The office should have sent them to you already but you must ensure you have them for your file and for tracking.

What happens when another division/admin. creates a shared contract and you already had a contract with that provider...

5. Review the results of the background check and follow current procedures, including completing a CC&S for a Record Letter (AB).
6. Track the date of the background check, per your normal office procedures.
7. Place all documents (first page of contract, bg check results, CC&S) in the IP file. The Contractor Intake form will only be in the IP file for the office who originated the contract.

What happens when another division/admin. creates a shared contract and you already had a contract with that provider...



Action for Renewals:

1. For existing IPs, use the new contract when renewals are due on or after January 19th.
2. Track all contract dates, per normal procedures.
3. When an IP is working for both HCS/AAA and DDA clients (as verified in SSPS) at the time the contract is due to be renewed, the division/administration who initiated the expiring contract (the originating office) will initiate the renewal contract and all background re-checks.

For all IP contract renewals
on or after January 19th...

- **Important:**

- If the IP is no longer providing services for a client in the originating division/administration (who initiated the last contract), the other division/administration will initiate the contract renewal and the background recheck.
- It is very important that each division/administration continue to track the dates of the contracts and background checks to ensure timely renewals.

For all IP contract renewals on
or after January 19th...

4. Off cycle background re-checks may be completed at any time by any division/administration. The office completing a re-check will send the results to the other divisions/administrations sharing the contract.
5. The division/administration completing the background recheck, usually the originating office, will send a copy of the results letters and attachments to the division/administration sharing the contract.

For all IP contract renewals
on or after January 19th...

6. If the division/administration sharing the contract does not receive a copy of the results from the originating office timely, they will request them from the other office. Each office must continue to track re-check timeframes.
7. Place all documents in the IP file.

For all IP contract renewals
on or after January 19th...

- FBI RAP sheets may only be shared between governmental entities. This means that all BCCU Results Letters and all RAP sheets may be shared between HCS offices, AAA offices (except for subcontractors), and DDA offices.
- See the MB for a list of the non-governmental AAA subcontractors who can receive the Results Letters and WA State Patrol RAP sheets, but not the FBI RAP sheet.

Important Reminder about FBI RAP sheets:

- When an IP payment is or has been terminated for cause, notify the division/administration sharing the contract. Identify the appropriate offices, using SSPS, and communicate relevant information about the payment termination.

For IP Payment terminations on
or after January 19th, 2015...

- Before requesting termination of a shared IP contract from HQ contracts staff, the division/administration requesting the termination will notify the division/administration sharing the contract, when the IP is working for a client in that division/administration.
- After collaboration, proceed with normal contract termination procedures.

For IP contract termination requests on or after January 19th, 2015.

- We have responded to the requests of field staff, clients, providers and advocates.
- The new contract aligns with current rules.
- Increase efficiency and consistency in programs.
- Improve outcomes for clients and providers.
- Improve consistency among Administrations/Divisions.

Benefits of one contract...

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