Adaptive equipment and technology

PROVIDER APPLICATION DETAILS

INSTRUCTIONS

Please review this entire document and compile the necessary information and documentation before you begin the WA Cares provider application process.

GENERAL DESCRIPTION OF SERVICE

Service providing one or both of the following:

1. Dispensing adaptive equipment, devices, supplies and assistive technology items that increase, maintain, or improve a beneficiary's ability to perform activities of daily living or maintain or improve functional capabilities.
2. Assisting the WA Cares beneficiary to select, acquire, and use assistive technology.

There are five distinct subcodes included in the adaptive equipment and technology contract:

- **Medical equipment and supplies:** Medical items that are typically billed using a healthcare common procedure coding system. Items include bathroom safety equipment, personal protective equipment like masks and gloves, TED-type hose, and blood pressure monitors. Incontinence briefs and under pads are also included in this category.
- **Specialized equipment and supplies**: Non-medical items that increase the beneficiary's ability to perform ADLs or function in their environment. Examples include wipes, reachers, waterproof mattress covers, and a basket for a walker. Lift chairs are included in this category.
- **Assistive technology – Goods**: Adaptive and assistive items, devices, pieces of equipment or product systems. Examples include automatic stove shut-off, motion-activated items, communication devices, and digital assistants that help with reminders, etc. (on-going monthly charges like Internet are excluded).
- **Assistive technology – Services:** Services which directly assist a beneficiary to select, acquire and use the assistive technology. AT Services include an evaluation to determine the correct type of AT Good will meet the beneficiary's needs, set-up, repair, short-term training, and technical assistance to the beneficiary and their caregivers in the use and maintenance of the AT purchased using their WA Cares Fund benefit.
    - **Vehicle modifications:** Adaptation or alterations to a vehicle that is the beneficiary's primary means of transportation. This would be to accommodate the unique needs of the beneficiary, to enable increased integration into the community, and to support the beneficiary's health, welfare and safety.

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: Long-term services and supports trust program
- Chapter 74.39A RCW: Long-term care services options
- RCW 43.43.830 through 43.43.845: Washington State Patrol background checks
- Chapter 388-116 WAC: WA Cares program

MINIMUM PROVIDER QUALIFICATIONS

1. Contractors must meet all Washington state laws to do business in the state (and city or county requirements, if applicable). This includes having all required business license(s), endorsement(s), credential(s) and certification(s) to provide the service.
2. The agency owner(s) and contract signatory must pass a Department of Social and Health Services criminal history background check at initial application and contract renewal. The date of birth and background check confirmation number must be provided at time of application.
3. All employees, volunteers, and subcontractors who may have unsupervised access to beneficiaries must have passed a criminal history background check, which must be conducted by the contractor prior to access and every two years. The criminal history background check must at least include Washington State Patrol criminal conviction records and be kept in their personnel or subcontractor file(s).
4. Meet Department of Social and Health Services insurance requirements.
5. Providers of the medical equipment and supplies subcode must have
    a. A National Provider Identifier
    b. A Core Provider Agreement with the Health Care Authority (e.g. ProviderOne number)
6. Providers of the assistive technology services subcode must have:
    a. Personal knowledge of the AT Goods and AT Services and a minimum of two years of professional experience providing AT Services (i.e., evaluation, training and/or installation); or
    b. Personal knowledge of the AT Goods and AT Services and personal experience using assistive devices to increase functional independence.

c. For Assistive Technology Professionals (ATP) only, must hold a certificate issued by the Rehabilitation Engineering and Assistive Technology Society of North America (RESNA)

7. Provider of the vehicle modification subcode must:
    a. Be ASE (Automotive Service Excellence) certified; and/or
    b. Received training from an Accrediting Commission of Career Schools and Colleges certified (ACCSC) program or other equivalent training.

PROVIDER CONTRACT

Adaptive equipment and technology contracts have a maximum duration of four years. Sample contracts are available in the provider toolkit. The sample is available to review to ensure all contract terms can be met before application. Providers must meet the qualifications for each subcode included in their contract. All available subcodes are included in the sample contract.

Note: Subcontracting is not permitted for this service.

Required documentation for provider application

1. Completed provider network application and required attachments.
2. Copy of Washington state business license or proof of exemption.
3. Copy of W-9 request or taxpayer identification number and certification.
4. Unless a sole proprietor, supporting documentation on business organization (e.g., list of partners, members, directors, officers, board members).
5. Name, date of birth, and background check confirmation number for the contract signatory and the agency owner(s) with 5% or more ownership interest.
6. Meet Department of Social and Health Services insurance requirements.
7. Current rate(s) or pricing guide, for informational purposes.
8. Evidence of applicable subcode credentials as detailed in the following sections.

Assistive Technology – Additional required documentation:

1. For AT Support Services, technical assistance, and installation/repair, submit resume or certification reflecting one of the following:
    a. Personal knowledge of assistive technology (AT) goods and services, and a minimum of two years professional experiences with providing AT services (i.e. evaluation, training and/or installation); or
    b. Personal knowledge of AT goods and services and personal experience using assistive devices to increase functional independence; or

2. For Technology Support Consultation tasks, including the development of a Technology Support Plan, the provider must hold a certificate as an Assistive Technology Professional issued by the Rehabilitation Engineering and Assistive Technology Society of North America (RESNA)

Medical Equipment and Supplies – Additional required documentation:

1. National Provider Identifier (NPI) pursuant to 45 CFR Part 162;
2. Proof of a current Core Provider Agreement with the Health Care Authority (e.g. ProviderOne number)

Vehicle Modification – Additional required documentation:

1. Copy of Automotive Service Excellence (ASE) certification; or
2. Proof of training from Accrediting Commission of Career Schools and Colleges certified program