

## Adult day services

### 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

- **Adult day health** centers provide supervised daytime programs including skilled nursing and rehabilitative therapy services, which include physical therapy and occupational therapy, to beneficiaries who need assistance throughout the day. Typical services include but are not limited to skilled nursing and rehabilitative therapy.
- **Adult day care** centers provide supervised daytime programs to support families by providing care and meaningful activities to beneficiaries who need assistance or supervision throughout the day. Typical services include but are not limited to supervised day programs, respite services and meaningful activities.

#### 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](#)
- [WAC 388-71-0702 through 388-71-0776](#)
- Occupational therapy, [Chapter 18.59 RCW](#) and [Chapter 246-847 WAC](#)
- Physical therapy, [Chapter 18.74 RCW](#) and [Chapter 246-915 WAC](#)

#### 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.
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. Adult Day Care: Providers must meet the requirements applicable to private pay providers as described under [WAC 388-71-0702\(2\)](#). The requirements include:
  - a. [WAC 388-71-0704](#), but the services do not need to meet the level of care needed by the client as assessed by the department case manager;
  - b. [WAC 388-71-0723](#);
  - c. [WACs 388-71-0736 through 388-71-0740](#);
  - d. [WAC 388-71-0744](#), but the individual client file does not need to include the department-authorized service plan and service authorization;
  - e. [WAC 388-71-0746](#), but the provider does not need to comply with documentation requirements under [WAC 182-502-0020](#);
  - f. [WAC 388-71-0748 through 388-71-0752](#);
  - g. [WAC 388-71-0754](#), except subsections (6) and (7); and
  - h. [WACs 388-71-0760 through 388-71-0774](#).
6. Adult Day Health: Providers must meet the requirements applicable to private pay providers as described under [WAC 388-71-0702\(2\)](#). The requirements include:
  - a. [WAC 388-71-0704](#), but the services do not need to meet the level of care needed by the client as assessed by the department case manager;
  - b. [WAC 388-71-0706](#);
  - c. [WAC 388-71-0714](#);
  - d. [WAC 388-71-0723](#);
  - e. [WACs 388-71-0736 through 388-71-0740](#);
  - f. [WAC 388-71-0744](#), but the individual client file does not need to include the department-authorized service plan and service authorization;

- g. [WAC 388-71-0746](#), but the provider does not need to comply with documentation requirements under [WAC 182-502-0020](#);
- h. [WAC 388-71-0748 through 388-71-0752](#);
- i. [WAC 388-71-0754](#), except subsections (6) and (7); and
- j. [WACs 388-71-0760 through 388-71-0774](#).

## PROVIDER CONTRACT

Adult day service contracts have a maximum duration of two 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.

### Required documentation for provider application<sup>1</sup>

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. Supporting documentation of business organization as applicable (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. Current certificate of insurance (COI) satisfying the [insurance requirements](#).
7. Current rate(s) or pricing guide, for informational purposes.
8. Adult day care providers:
  - a. One month of sample activities calendars
  - b. Sample programming calendars
  - c. Sample meal and snack menus
9. Adult day health provider:
  - a. Activities calendar for the month before application

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<sup>1</sup> AAAs will complete a site visit during the application process for new adult day service providers. Existing providers already contracted with the AAA will not need to have a site visit during the application process.