Education and consultation

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

There are two available subcodes included in the Education and Consultation contract. One is for medical providers, and the other is for non-medical providers.

The service provides beneficiaries, and caregivers (including paid and unpaid family members) non-medical education, consultation, and training regarding the beneficiary's diagnoses and chronic health issues aimed at supporting the beneficiary to better manage their activities of daily living and their health and wellness.

The service also includes evidence-based programs that support health and wellness, including but not limited to:

- Aging Mastery
- A Matter of Balance
- Chronic Disease Self- Management Education programs (CSDMP)/ Tomando Control de su Salud (Spanish CDSMP)
- Community Aging in Place-Advancing Better Living for Elders (CAPABLE)
- Enhance®Fitness
- Enhance®Wellness
- Otago
- Powerful Tools for Caregivers
- Program to Encourage Active and Rewarding Lives for Seniors (PEARLS)
- Star-Caregivers Program (Star-C)
- Stay Active & Independent for Life (SAIL)

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. All medical providers must hold a Core Provider Agreement with the Health Care Authority and have access to ProviderOne at time of application or enroll with the Financial Management Services vendor.
6. The Contractor must meet one of the following qualifications for the education and training provided. Further, the Contractor and its employees must maintain all necessary license, registration, and certification as required by law. Applicable licensing laws include but are not limited to the following:
    a. Registered nurse license under Chapter 18.79 RCW and Chapter 246-840 WAC
    b. Licensed practical nurse under Chapter 18.79 RCW and Chapter 246-840 WAC
    c. Certified dietician/nutritionist certification under Chapter 18.138 RCW
    d. Physical therapist licensed under Chapter 18.74 RCW
    e. Occupational therapist license under Chapter 18.59 RCW
    f. In-home services agency licensed under Chapter 70.127 RCW and WAC 246-335, for home health services or home care agency
    g. Pharmacist licensed under Chapter 18.64 RCW

h. Contracted health home care coordination organizations associated with a health home lead entity that employs individuals with the applicable license, credential, or certification
i. Music Therapist licensed under Chapter 18.230 RCW and Chapter 246-927 WAC
j. Recreation Therapist under Chapter 18.230 RCW and Chapter 246-927 WAC
k. Recognized Centers for Independent Living
l. Community college as higher education institution conducting programs under Chapter 28B.50 RCW
m. Trainers or facilitators of evidence-based programs must meet the fidelity and qualification requirements with the credentialing organization where they are certified, credentialed or licensed.

PROVIDER CONTRACT

Education and consultation 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. Both 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. **Medical Providers** must provide evidence of a Core Provider Agreement with the Health Care Authority (e.g. ProviderOne number) as well as evidence of one of the following licenses/credentials:
    a. Registered Nurse,
    b. Licensed Practical Nurse,
    c. Certified Dietician/Nutritionist,
    d. Physical Therapist (PT),

e. Occupational Therapist (OT),
f. Home Health Services,
g. Home Care Agency,
h. Pharmacist,
i. Contracted Health Home Care Coordination Organizations (CCO) associated with a Health Home Lead Entity that employs individuals with the applicable license, credential or certification,
j. Music Therapist, or
k. Recreation Therapist.

7. **Non-Medical Providers** must provide evidence of one of the following licenses/credentials:
    a. Recognized Centers for Independent Living,
    b. Community College,
    c. Trainers or facilitators of Evidenced-Based programs (include any links or documentation demonstrating fidelity of Evidence-Based program).
8. Current certificate of insurance (COI) satisfying the insurance requirements.
9. Current rate(s) or pricing guide, for informational purposes