

## Provider application details

Adult family home

### 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

An adult family home is a home-like residential setting licensed under [Chapter 70.128 RCW](#) where two to eight adults live and receive personal care, special care, room, and board. Services may include help with activities of daily living such as help with dressing, eating, and personal hygiene to support self-care; transportation to medical appointments and community activities; specialty care for dementia, mental illness, or developmental disabilities; other nonmedical services; and nursing services when provided by appropriately credentialed staff or when appropriately delegated. Adult family homes may also provide respite care for individuals who receive in-home care from family caregivers.

### Respite and private duty nursing subcodes

There are two subcodes available to qualified adult family home providers. To provide these services, the contractor must be qualified and hold a contract with the applicable subcode.

- **Respite for family caregivers in a facility or residential setting:** Respite care for non-residents who typically receive care from family caregivers in their homes.
- **Private duty nursing:** Skilled nursing care to individuals who would otherwise be served in a medical institution. Individuals using PDN services are dependent on a technological modality, including mechanical ventilation, complex respiratory support, tracheostomy, intravenous or parenteral administration of medications, or IV administration of nutritional substances.

### 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](#)
- [Chapter 70.128 RCW: Adult family homes](#)

- [Chapter 388-76 WAC: Adult family home minimum licensing requirements](#)
- [Chapter 388-112A WAC: Residential long-term care services training](#)
- [RCW 18.79.260\(3\)\(e\): Registered nurse – Activities allowed – Delegation of tasks](#)

## MINIMUM PROVIDER QUALIFICATIONS

1. Hold a valid state-issued adult family home license or comparable credential issued by a tribal government.
2. Pass a DSHS name and date of birth background check and a fingerprint background check pursuant to [RCWs 43.43.830 through 43.43.845](#) and [Chapter 388-113 WAC](#).
3. Conduct a DSHS name and date of birth background check and a fingerprint background check pursuant to [RCWs 43.43.830 through 43.43.845](#) and [Chapter 388-113 WAC](#) for employees, volunteers, and subcontractors who may have unsupervised access to vulnerable adults. Complete a name and date of birth background check every two years thereafter.
4. Hold a properly executed DSHS WA Cares provider contract that includes, but is not limited to commercial and professional liability insurance, errors and omissions, bodily injury, business automobile insurance on vehicles used to transport beneficiaries, and naming DSHS as an additional insured.
5. Comply with all applicable federal, state, county, and city laws, regulations, rules, codes, and ordinances.

## Minimum provider qualifications for private duty nursing subcode

In addition to the requirements above, to deliver private duty nursing services in an adult family home, their private duty nursing staff must:

1. Maintain all necessary licenses, registrations, certifications as required by [RCW 18.79.260](#), [RCW 18.88A.210](#), and [Chapter 246-840 WAC](#). Licenses, registrations, and certifications must remain in good standing without any substantial complaints or sanctions during the period of performance of this contract, including any of the following nursing services ([Chapter 18.79 RCW](#) and [Chapter 246-840 WAC](#)):
  - a. Registered nurse licensed with the state of Washington
  - b. Licensed practical nurse licensed with the state of Washington
2. If a licensed practical nurse, submit written documentation from a registered nurse that is registered with WCF who has agreed to provide supervision under WAC 246-840-705.

3. Have two years' experience as a registered nurse or licensed practical nurse as evidenced by a resume.
4. Have at least one year of demonstrated skill and experience in assessments, documentation of assessments, and nursing care plans as evidenced by two letters of recommendation.
5. Have demonstrated leadership, teaching experience, and the ability to work independently as documented in the letters of recommendation.
6. The Contractor shall have a written disaster response plan for beneficiaries with approved and active pre-authorizations during periods when normal services may be disrupted. This may include earthquakes, floods, snowstorms, wildfires, or other man-made or natural disasters, or it could include widespread crises such as an epidemic or pandemic. The plan needs to pay particular attention to those Beneficiaries who are at most risk including individuals who:
  - a. Lack informal supports;
  - b. Have conditions, such as dementia or insulin dependent diabetes;
  - c. Cannot transfer without assistance;
  - d. Are technologically dependent (e.g., uses a respirator); and
  - e. Are in a geographically remote area.

## PROVIDER CONTRACT

The DSHS sample contract is for informational purposes only and will be available soon. This information will be available to review to ensure all contract terms can be met prior to application.

### Required documentation for provider application

1. Completed provider intake form and required attachments
2. Evidence that specific provider qualifications are met, including qualifications specific to any subcode
3. Proof of current liability insurance certificate(s)
4. Current rate(s), for informational purposes only
5. Copy of your policies and procedures regarding mandatory reporting procedures, as described in [Chapter 74.34 RCW](#), related to the protection of vulnerable adults