

## Provider application details

Assisted living facility

### 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 assisted living facility is a residential setting licensed under [Chapter 18.20 RCW](#) where seven or more adults live and receive basic services for their safety and well-being. Services may include domiciliary care; help with activities of daily living; transportation; specialty care for mental illness or developmental disability; other nonmedical services; and nursing services when provided by appropriately credentialed staff or when appropriately delegated.

#### Respite and memory care subcodes

There are two subcodes available to assisted living facility 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 nonresidents who typically receive care from family caregivers in their homes.
- **Memory care:** Services for people living with progressive memory loss or dementia that address needs through specialized care, such as assistance with eating and drinking, preventing and responding to elopement, and consulting with qualified professionals regarding challenging behaviors.

### RELATED LAWS, RULES AND POLICIES

Below is a list of some of the laws and rules that may be helpful to review prior to completing an application. This is not 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 18.20 RCW: Assisted living facilities](#)
- [Chapter 388-78A WAC: Assisted living facilities](#)
- [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. 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/contract signatory must pass a DSHS criminal history background check at 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 DSHS insurance requirements.
5. Hold a valid state issued assisted living facility license pursuant to [Chapter 18.20 RCW](#) and [Chapter 388-78A WAC](#) or comparable credential issued by a tribal government.
6. To provide services under the memory care subcode, the contractor must be certified by the DSHS to provide the service under [Chapter 18.20 RCW](#).

## PROVIDER CONTRACT

Assisted living services contracts, as well as the subcodes, will have a four-year duration; providers may choose a two-year contract if they prefer. The sample DSHS contract provided will be 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 those qualifications specific to subcodes
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