

Provider application details

EDUCATION AND CONSULTATION

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

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.

- [RCW 50B.04: Long-term services and supports trust program](#)
- [RCW 74.39A: Long-term care services options](#)
- [RCW 43.43.830 through 43.43.845: Washington State Patrol background checks](#)

- [WAC 388-116: 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/contract signatory must pass a DSHS 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 DSHS insurance requirements.
5. The Contractor must meet 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 license under [Chapter 18.74 RCW](#)
 - e. Occupational therapist license under [Chapter 18.59 RCW](#)
 - f. In-home services agency license under [Chapter 70.127 RCW](#) and [WAC 246-335](#), for home health services or home care agency
 - g. Community college as higher education institution conducting programs under [Chapter 28B.50 RCW](#)
 - h. Community behavioral health agency license under [Chapter 71.24 RCW](#)
 - i. Pharmacist license under [Chapter 18.64 RCW](#)
 - j. 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.
 - k. Centers for independent living
 - l. Board-certified music therapist with active credential

- m. Recreation Therapist under [Chapter 18.230 RCW](#) and [Chapter 246-927 WAC](#)
- n. Contracted health home care coordination organizations associated with a health home lead entity that employs individuals with the applicable license, credential, or certification
- o. Learning Management System approved by DSHS, including but limited to [CareLearn Washington](#).

PROVIDER CONTRACT

Education and consultation contracts will have a four-year duration; providers may choose a two-year contract if they prefer. The sample DSHS contract provided 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
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