

Definitions

Definitions Specific to Program Agreement: The words and phrases listed below, as used in this Program Agreement, shall each have the following definitions:

1. “Acuity Level” means the level of an Individual’s abilities and needs as determined through the DDA assessment.
2. “AL TSA Web Access (AWA)” means a web-based portal to the Developmental Disabilities Administration CARE system designed to support county services for DDA individuals.
3. “Additional Consumer Services” refers to indirect Individual service types as follows:
 - 3.1 “Community Information and Education”: Activities to inform and/or educate the general public about developmental disabilities and related services. These may include information and referral services; activities aimed at promoting public awareness and involvement; and community consultation, capacity building and organization activities.
 - 3.2 “Training”: To increase the job-related skills and knowledge of staff, providers, volunteers, or interning students in the provision of services to people with developmental disabilities. Also, to enhance program related skills of board or advisory board members.
 - 3.3 “Other Activities” reserved for special projects and demonstrations categorized into the following types:
 - 3.3.1 Infrastructure projects: Projects in support of Individuals (services not easily tracked back to a specific working age Individual) or that directly benefit a Individual(s) but the Individual is not of working age. Examples include planning services like generic job development e.g. “Project Search”.
 - 3.3.2 Start-up projects: Projects that support an agency or directly benefit the agency. Examples include equipment purchases and agency administrative support.
 - 3.3.3 Partnership Project: Collaborative partnerships with school districts, employment providers, DVR, families, employers and other community collaborators needed to provide the employment supports and services young adults with developmental disabilities require to become employed during the school year they turn twenty-one (21).
4. “Agreement” means this Grays Harbor County Public Health Agreement, and any links, exhibits and other documents attached or incorporated by reference. Unless plainly inconsistent with context, the term "Agreement" includes and refers to all such agreements collectively.
5. “Budget and Accounting Reporting System (BARS)” means a master classification of balance sheet, revenue and expenditure/expense accounts.

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6. “Individual” means a person with a developmental disability as defined in chapter 388-823 WAC who is currently eligible and active with the Developmental Disabilities Administration or is an identified PASRR Individual.
7. “CFR” means the Code of Federal Regulations. All references in this Agreement and any Program Agreement to CFR chapters or sections shall include any successor, amended, or replacement regulation.
8. “Competitive Integrated Employment” means work performed by a Individual on a part-time or full-time basis, within an integrated setting within the community that meets HCBS settings requirements. The Individual must be compensated at minimum wage or higher, using the higher of the Federal, State, or local rate, and at a rate comparable to the wage paid to non-disabled workers performing the same tasks, including receiving the same benefits and opportunities for advancement.
9. “Confidential Information” or “Data” means information that is protected from disclosure to the public or other unauthorized persons under Chapter 42.56 RCW or other federal or state laws. Confidential Information includes, but is not limited to, Personal Information
10. "Consumer Support" refers to direct Individual service types as follows:
 - 10.1 “Community Inclusion” or “CI”: means individualized services provided in integrated community settings with other individuals without disabilities. The activities are based on Individual interests and provide opportunities typically experienced by the general public of similar age in their local community, accessible by public transit or a reasonable commute from their home. The goal of the service is to support individuals to participate, contribute, and develop relationships with community members who are not paid staff. These services may be authorized for individuals age 62 and older. These services may be authorized in addition to or instead of employment support (Individual Employment or Group Supported Employment) for working age individuals who have received nine months of employment support
 - 10.2 “Child Development Services” or “CDS”: Birth to three services are designed to meet the developmental needs of each eligible child and the needs of the family related to enhancing the child’s development. Services may include specialized instruction, speech-language pathology, occupational therapy, physical therapy, assistive technology, and vision services. Services are provided in natural environments to the maximum extent appropriate.
 - 10.3 “Individual Supported Employment” or “IE”: services are a part of a Individual’s pathway to employment and are tailored to individual needs, interests, and abilities, and promote career development. These are individualized services necessary to help persons with developmental disabilities obtain and continue integrated employment at or above the state’s minimum wage in the general workforce. These services may include intake, discovery, assessment, job preparation, job marketing, job supports, record keeping and support to maintain a job.
 - 10.4 “Individualized Technical Assistance” or “ITA”: services are a part of a Individual’s pathway to individual employment or community inclusion. This service provides assessment and consultation to the provider to identify and address existing barriers to employment or community inclusion. This is in addition to supports received through supported employment or community inclusion services for Individuals who have not yet achieved their goal.

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- 10.5 “Group Supported Employment” or “GSE”: services are a part of a Individual’s pathway to integrated jobs in typical community employment. These services are intended to be short term and offer ongoing supervised employment for groups of no more than eight (8) workers with disabilities in the same setting. The service outcome is sustained paid employment leading to further career development in integrated employment at or above minimum wage. Examples include enclaves, mobile crews, and other business models employing small groups of workers with disabilities in integrated employment in community settings.
11. “Confidential Information” or “Data” means information that is protected from disclosure to the public or other unauthorized persons under Chapter 42.56 RCW or other federal or state laws. Confidential Information includes, but is not limited to, Personal Information.
 12. “County” is the political subdivision of the state of Washington and the county or counties entering into this Program Agreement.
 13. “County Service Authorization (CSA)” means an authorization for county services.
 14. “Debarment” means an action taken by a Federal agency or official to exclude a person or business entity from participating in transactions involving certain federal funds.
 15. “DDA Case Resource Manager (CRM)” means a case manager for DDA Individuals.
 16. “DSHS” or “the department” or “the Department” means the Department of Social and Health Services of the state of Washington.
 17. “Developmental disabilities (DD)” means a disability attributable to intellectual disability, cerebral palsy, epilepsy, autism, or another neurological or other condition of an individual found by the secretary to be closely related to an intellectual disability or to require treatment similar to that required for individuals with intellectual disabilities, which disability originates before the individual attains age eighteen, which has continued or can be expected to continue indefinitely, and which constitutes a substantial limitation to the individual.
 18. “Developmental Disabilities Administration DDA” means a division within the Department of Social and Health Services.
 19. “DDA Regional office (DDA Region)” means the regional DDA office that supports DDA individuals.
 20. “Division of Vocational Rehabilitation (DVR)” means a division within the Department of Social and Health Services.
 21. “Employment Outcome Payment” means a payment to providers for transition students born between specific dates; have high acuity; are authorized for Individual employment; and student obtains a competitive integrated job within a specific timeframes. If the job is a minimum of ten hours of work per week an additional amount will be include in the payment.
 22. “General Terms and Conditions” means the contractual provisions contained within that agreement, which govern the contractual relationship between the County and the agency.

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23. “Medicaid Home and Community Based Services (HCBS)” means services that occur in a Individual’s home or community rather than institutions or other isolated settings. These programs serve a variety of targeted populations groups, such as people with intellectual or developmental disabilities, physical disabilities, and/or mental illnesses.
24. “Job Foundation Report” is a document derived from employment readiness activities performed by students who are between ages 19 through 20 that identifies actionable next step for employment. The employment service providers developing the Job Foundation report will be supporting students with employment activities on average of 35 hours.
25. “Preadmission Screening and Resident Review (PASRR)” means individuals with intellectual disabilities or related conditions (ID/RC) who have been referred for nursing facility (NF) care.
26. “Person Centered Service Plan or PCSP” means a document that authorizes and identifies the DDA paid services to meet a Individual’s assessed needs. Formerly referred to as the Individual Support Plan.
27. “Personal Information” “Personal Information” means information identifiable to any person, including, but not limited to, information that relates to a person’s name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, or any financial identifiers.
28. “Program Agreement” means a written agreement between the County and the agency containing special terms and conditions, including a statement of work to be performed by the agency and payment to be made by the County.
29. “Quality Assurance” means an adherence to all Program Agreement requirements, including DDA Policy 6.13, Provider Qualifications for Employment and Day Program Services, County Guidelines and the Criteria for Evaluation, as well as a focus on reasonably expected levels of performance, quality, and practice.
30. “Quality Improvement” means a focus on activities to improve performance above minimum standards and reasonably expected levels of performance, quality and practice.
31. “RCW” means the Revised Code of Washington. All references in this Agreement and any Program Agreement to RCW chapters or sections shall include any successor, amended, or replacement statute. Pertinent RCW chapters can be accessed at <http://apps.leg.wa.gov/rcw/>. *General Terms & Conditions #1m*
32. “Service Provider” is a qualified Individual service vendor who is contracted to provide Employment and Day Program services.
33. “Secured Area” means an area to which only authorized representatives of the entity possessing the Confidential Information have access. Secured Areas may include buildings, rooms, or locked storage containers (such as a filing cabinet) within a room, as long as access to the Confidential Information is not available to unauthorized personnel.
34. “Subcontractor” is the service provider contracted by the County to provide services.

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- 35.** “Trusted Systems” include only the following methods of physical delivery: (1) hand-delivery by a person authorized to have access to the Confidential Information with written acknowledgement of receipt; (2) United States Postal Service (“USPS”) first class mail, or USPS delivery services that include Tracking, such as Certified Mail, Express Mail or Registered Mail; (3) commercial delivery services (e.g., FedEx, UPS, DHL) which offer tracking and receipt confirmation; and (4) the Washington State Campus mail system. For electronic transmission, the Washington State Governmental Network (SGN) is a Trusted System for communications within that Network.
- 36.** “WAC” means the Washington Administrative Code. All references in this Agreement and any Program Agreement to WAC chapters or sections shall include any successor, amended, or replacement regulation. Pertinent WAC chapters or sections can be accessed at <http://apps.leg.wa.gov/wac/>.