



DEVELOPMENTAL DISABILITIES ADMINISTRATION  
Olympia, Washington

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TITLE:	YOUTH TRANSITIONAL CARE FACILITY REFERRAL AND APPLICATION PROCESS	18.01
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Authority:	<a href="#">42 C.F.R. 441.150</a> <a href="#">42 C.F.R. 441.155</a> <a href="#">42 C.F.R. Part 441</a>  <a href="#">Title 71A RCW</a> <a href="#">Chapter 71.34 RCW</a> <a href="#">RCW 71.34.500</a>  <a href="#">Chapter 246-337 WAC</a> <a href="#">Chapter 246-341 WAC</a>  <a href="#">Chapter 388-825 WAC</a>	Basis and purpose. Individual plan of care. Inpatient Psychiatric Services for Individuals Under Age 21: Admission and Plan of Care Requirements Developmental Disabilities Behavioral Health Services for Minors Self-admission of adolescent for inpatient behavioral health treatment or substance use disorder treatment—Requirements. Residential Treatment Facility Behavioral Health Agency Licensing and Certification Requirements Developmental Disabilities Administration Services Rules
Reference:	<a href="#">State Operations Manual</a>	<i>Appendix N—Psychiatric Residential Treatment Facilities Interpretive Guidance</i>

## **BACKGROUND**

To address the needs of youth in crisis who experience lengthy stays at emergency rooms without an acute medical need, out-of-state treatment facilities, or other temporary settings, the 2024 Legislative Session, in the supplemental budget, appropriated funds to DSHS/DDA to create and operate a new therapeutic facility to serve youth with intellectual and developmental disabilities, autism spectrum disorder, and behavioral health needs. This new facility, known as a Youth Transitional Care Facility (YTCF), has capacity to serve 12 youth. This innovative model offers therapeutic modalities designed to serve the needs of this co-occurring population, including a combination of adapted evidence-based practices and experiential learning in and out of the facility to achieve treatment goals. Using an individualized integrated system of specialized treatment that is designed to address the whole youth, including developmental

needs, mental health concerns, physical health, and social connection. This specialized treatment will enable youth to transition into community-based settings that are less restrictive, which aligns with the facility's commitment to supporting youth with complex needs in progress towards independence.

### **PURPOSE**

This policy establishes a referral and application process for admission to a YTCF.

### **SCOPE**

This policy applies to all DDA field and headquarters staff working with youth requesting specialized treatment at a YTCF.

### **DEFINITIONS**

**Case resource manager** or **CRM** means the DDA case manager who is the liaison to the youth and their parent or legal representative.

**DDA-enrolled** means a youth meets the criteria and is determined eligible under Chapter 388-823 WAC.

**Dedicated Review Committee** means a committee of subject matter experts that reviews eligibility for admission to the YTCF.

**Genetic condition** means a condition that is the result of variants in the genome and impairs a person's cognitive or developmental growth or abilities.

**Neurodevelopmental disorder** means a type of disorder that influences how a person's brain functions and alters neurological development, causing difficulties in social, cognitive, and emotional functioning.

**Neurological condition** means a condition that affects a person's brain, spinal cord or system and impairs the cognitive or developmental growth or abilities.

**Psychiatric diagnosis** means a clinically significant condition that affects the person's ability to think, regulate their emotions or behaviors and represents a dysfunction in psychological, biological, or developmental processes underlying their mental functioning. Conditions are evaluated by clinically trained professionals who make diagnostic determinations consistent with the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition Text Revision (DSM-5-TR) or the International Classification of Diseases, 10th Edition (ICD-10), or their successors.

**Referral** means the process of determining eligibility for specialized treatment at a YTCF.

**Specialized treatment** means adapted mental health modalities and habilitative interventions through an interdisciplinary approach to support youth with complex developmental disabilities, intellectual disabilities, or autism spectrum disorder who may also have a mental health or substance use diagnosis.

**Youth Transitional Care Facility** or **YTCF** means the staff-secure and voluntary facility offering specialized treatment and habilitative interventions for eligible youth.

### **POLICY**

- A. A youth is eligible for services at a YTCF as determined by the Dedicated Review Committee if the youth meets all the following criteria:
1. Is DDA enrolled under Chapter 388-823 WAC or assessed to have a diagnosed neurodevelopmental disorder, neurological, or genetic condition;
  2. Is age 13-17 years old;
  3. Has accessed all appropriate and available less restrictive services, and the youth's assessed health care needs exceed what is available in the community;
  4. Has a serious psychiatric diagnosis;
  5. Experiences a severity, intensity, and frequency of behavior that:
    - a. Significantly impairs the youth's functioning; and
    - b. Prevents the youth from being safely supported in a less restrictive setting; and
  6. Is determined by the Dedicated Review Committee to need and likely to benefit from specialized treatment due to their complex developmental disabilities, intellectual disabilities, and behavioral health needs.
- B. The Youth Transitional Facility Program Manager must submit the completed referral and application packet to the Dedicated Review Committee for review.

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C. The committee determines whether:

1. The youth would benefit from the specialized treatment provided at YTCF.
2. Less restrictive services supporting youth care needs are inadequate or unavailable in their community.
3. The youth's condition requires specialized treatment on an inpatient basis under the direction of a physician.
4. The specialized treatment provided is expected to improve the youth's condition in order to benefit from outpatient community-based services.

**PROCEDURES**

## A. Referral Process

1. If the youth or the youth's parent or legal representative requests specialized treatment:
  - a. For DDA enrolled youth, the CRM and supervisor must:
    - i. Complete the [DSHS 10-705](#), *Youth Transitional Care Facility Specialized Treatment Referral and Application*; and
    - ii. Gather all relevant and required documentation outlined in the application, including a signed [DSHS 14-012](#), *Consent*, and send to the Regional Clinical Team or designated regional staff.
  - b. For non-DDA-enrolled youth, the referent must:
    - i. Send inquiries or referral to [LakeBurienTCF@dshs.wa.gov](mailto:LakeBurienTCF@dshs.wa.gov); and
    - ii. The Transition CRM must follow the same process as outlined in Procedures Section (A)(1)(a) above with the youth's individualized team, identified supports, and advocates.

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2. The Regional Clinical Team or designated regional staff must:
    - a. Confirm eligibility criteria in Policy Section (A)(4) through (A)(5);
    - b. Provide a recommendation about whether to proceed to review from the Dedicated Review Committee; and
    - c. Notify the CRM of the decision.

B. Application Process

1. To proceed with application, the CRM must submit the following to the YTCF Program Manager at [LakeBurienTCF@dshs.wa.gov](mailto:LakeBurienTCF@dshs.wa.gov):
  - a. Completed DSHS 10-705, *Youth Transitional Care Facility Specialized Treatment Referral and Application*;
  - b. All relevant and required documentation outlined in the application ; and
  - c. DSHS 14-012, *Consent*, which provides consent to share information and is signed by the youth's legal representative.
2. The YTCF Program Manager must send the complete application packet to the Dedicated Review Committee.

C. Dedicated Review Committee

1. The Dedicated Review Committee ensures those youth who meet all eligibility criteria are accessing the appropriate level of care.
2. The Dedicated Review Committee must be comprised of representatives with expertise in working with youth with I/DD, autism spectrum disorder, and behavioral health conditions. A representative from each of the following agencies and areas of expertise must be on the committee:
  - a. DDA;
  - b. DCYF;
  - c. An EDAI representative;
  - d. A parent representative; and
  - e. A physician.

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Note: A representative may fill more than one committee role.

3. The Dedicated Review Committee meets regularly to review applications and approve or deny all eligibility criteria are met.
4. Applications reviewed by the Dedicated Review Committee are comprehensive and include records that document the youth's inpatient and outpatient treatment, any out-of-home placements, school history, and any other services the youth may have received.
5. If the application is approved by the Dedicated Review Committee, the YTCF Program Manager must send the application to the YTCF admissions team.
6. The YTCF admissions team determines if the facility will:
  - a. Accept the referral and determine admission date;
  - b. Accept the referral but place the youth on the waitlist; or
  - c. Deny the admission according to WAC 388-843-0025.

D. Waitlist Management

1. If the Dedicated Review Committee determines the youth eligible and there is not current capacity at the YTCF, the youth's name is placed on the statewide waiting list.
2. The YTCF Program Manager must manage a waitlist of eligible referrals for which there is not current capacity. Waitlist management must reflect:
  - a. The order in which the complete application was received;
  - b. A secondary review by the Dedicated Review Committee to confirm youth continues to meet eligibility; and
  - c. The YTCF Admissions team has confirmed an appropriate match for the current youth receiving treatment to ensure the safety of all youth served.
3. A youth who continues to meet eligibility criteria may come off the waitlist when:
  - a. There is capacity at the YTCF; or


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- b. The youth, youth's parent, or legal representative withdraw the application.
  4. Admission to the YTCF must occur in accordance with DDA Policy 18.02, *Youth Transitional Care Facility Admission*.

**EXCEPTION**

Any exception to this policy must have the prior written approval of the Deputy Assistant Secretary or designee.

**SUPERSESSSION**

DDA Policy 18.01, *Youth Transitional Care Facility Referral and Application Process*  
Issued July 19, 2024

Approved:   
Deputy Assistant Secretary  
Developmental Disabilities Administration

Date: December 1, 2024