



DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE:	RESIDENTIAL HABILITATION FOR DEPENDENT YOUTH	4.29
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Authority:	Title 71A RCW Chapter 13.34 RCW Chapter 70.02 RCW Chapter 71A.28 RCW Chapter 182-513 WAC Chapter 388-106 WAC Chapter 388-825 WAC Chapter 388-826 WAC Chapter 388-845 WAC Chapter 388-842 WAC	Developmental Disabilities Juvenile Court Act – Dependency and Termination of Parent-Child Relationship Medical Records – Health Care Information Access and Disclosure Out-of-Home Services Client Not in Own Home Long-Term Care Services Developmental Disabilities Services Out-of-Home Services for Children DDA Home and Community-Based Services Waivers Residential Habilitation for Dependent Youth
Reference:	DDA Policy 4.01	One Referral

BACKGROUND

The Residential Habilitation Services for Dependent Youth (RHDY) Program is administered by the Developmental Disabilities Administration (DDA). It provides residential habilitation services for a child in a qualified setting outside of the child's family home that is agreed to by the parent, guardian, or legal decision maker. The RHDY program does not include behavioral health services, or care that is provided by other paid supports or the client's family.

Education, including special education and related services, are the responsibility of state and local education agencies.

PURPOSE

This policy establishes the referral, acceptance, and change in provider standards for clients who are approved to receive residential habilitation services through the RHDY program. It also outlines the procedure for notification of when a provider is no longer able to deliver residential

services to a client.

SCOPE

This policy applies to DDA staff and the following DDA-licensed or certified residential habilitation providers for children:

- Children's state-operated living alternatives
- Staffed residential homes

DEFINITIONS

Business day means Monday through Friday, excluding holidays when DDA offices are closed.

Case resource manager or **CRM** means a DDA case resource manager or social service specialist.

Client means a person determined DDA-eligible under [Chapter 388-823 WAC](#).

DCYF means the Department of Children, Youth, and Families.

- DCYF LD is the licensing entity for contracted RHDY providers.
- DCYF is the legal decision maker for all children and youth (dependents) placed in out of home care by the court through DCYF.

Dependency action refers to the court process that starts with the filing of a dependency petition and can result in a court determining a child or youth to be dependent. Dependency petitions are filed when there are concerns that that a child or youth has been abused, neglected or abandoned by a person legally responsible for their care, or there is no parent able to safely care for the child or youth. The dependency action process grants legal authority to the court and delegated entities to support children and youth. The child or youth remains dependent until the dependency action is dismissed by the court due to permanency being achieved; this can occur by actions such as returning home to parent, a Title 11 or Title 13 guardianship being entered, adoption or a child reaching the age of majority.

Dependent means a child or youth for whom the court has entered an Order of Dependency determining that the child or youth is dependent within the meaning of RCW 13.34.030 or a similar tribal court action. For the Residential Habilitation for Dependent Youth program, this may also include clients in shelter care status who are placed outside of their family home.

Family means one or more of the following relatives: Spouse or registered domestic partner; natural, adoptive, or stepparent; grandparent; child; stepchild; sibling; stepsibling; uncle; aunt;

first cousin; niece; or nephew.

Habilitation means services provided by a DDA-certified or licensed provider that assist people with developmental disabilities to acquire, retain, and improve upon the self-help, socialization, and adaptive skills necessary to reside successfully in home and community-based settings.

Individualized team means the group of individuals and system partners that work together to support a client. A typical team includes the client, the client's family and legal representative, the client's case resource manager, the OHS resource manager, educational representatives, and the client's managed care organization care coordinators.

Legal representative means a parent of a client if the client is under age eighteen and parental rights have not been terminated or relinquished, a court-appointed guardian if a decision is within the scope of the guardianship order, or any other person authorized by law to act for the client. *This will often be the DCYF case worker.*

Out-of-Home Services Coordinator means the DDA regional designee who is responsible for overseeing the children's residential habilitation services at a regional level.

Out-of-Home Services resource manager or OHS RM means the DDA liaison to the service provider who establishes rates and monitors contract compliance.

Records Management Tool or RMT means the electronic document repository for storing paperless client files in electronic format.

Transition framework means a process that aligns policy steps to facilitate a client's transition from one setting to another.

Trial return home means the period of time where a parent or guardian takes over the parental responsibilities of the child or youth when the court placement has changed from out-of-home to in-home. Trial return home lasts a minimum of six months or until the court decides oversight is no longer needed. Trial return home most often means a child or youth returns to the care and custody of the parent or guardian; however, children or youth may access children's residential habilitation during this period. DCYF retains jurisdiction to access records and information regarding the child or youth without express permission of the parent or guardian during the trial return home period and should continue to participate in decision making conversations.

POLICY

- A. Residential habilitation must be provided in an integrated setting, as defined in 42 C.F.R. 441.301, that reflects client choice and preferences.

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- B. When referring a client to the RHDY program, the CRM must follow the referral process in [DDA Policy 4.01](#), *One Referral*.
- C. When referring a client approved for residential habilitation services in the RHDY program:
1. The CRM must work with the legal representative to identify the desired geographic location.
 2. The OHS RM must identify contracted or certified providers available within the desired geographic location and provide that information to the CRM to share with the DCYF Caseworker and DD/MH Program Consultant or designee.
- D. The OHS RM must work with the DCYF Caseworker and DCYF DD/MH Program Consultant or designee to determine which qualified RHDY provider will meet the client's medical, social, developmental, and personal care needs.
- E. The OHS RM, DDA CRM, and the DCYF Caseworker and DCYF DD/MH Program Consultant or designee must work collaboratively on the client referral process.
1. The DDA CRM must:
 - a. Prepare and submit the referral packet; and
 - b. Provide status updates to the legal representative regarding the referral according to processes in DDA Policy 4.01.
 2. The OHS RM must:
 - a. Distribute the referral packet to identified providers;
 - b. Document the provider distribution and responses in the residential referral database;
 - c. Notify the CRM each time a provider response is received and uploaded to RMT on [DSHS 10-232](#), *Provider Referral Letter for Residential Services*; and
 - d. Notify the CRM when a provider accepts the referral.

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- F. The DDA CRM and the DCYF Caseworker and DCYF DD/MH Program Consultant or designee must collaborate on transition planning, including initiating a new request for residential habilitation services when necessary.
- G. The DDA CRM and DDA Children’s Regional Transition Coordinator must regularly collaborate with the DCYF Caseworker and DCYF DD/MH Program Consultant or designee while a client is receiving services through the RHDY program.

PROCEDURES

- A. Initiating a Request for the RHDY Program
1. When a legal representative requests residential habilitation through the RHDY program, the client’s CRM must:
 - a. Meet with the client and legal representative to ensure the DDA assessment accurately reflects the client’s unmet health and welfare needs.
 - b. Document the conversation and the requested service in a service episode record.
 - c. Meet with their supervisor and OHS coordinator to discuss the request for residential habilitation services in the RHDY program.
 - d. Ensure that the client meets RHDY program eligibility under WAC 388-842-0010.
 2. The regional OHS Coordinator must meet with the client, DDA Children’s Regional Transition Coordinator, the DCYF Caseworker, and the DCYF DD/MH Program Consultant or designee to provide a comprehensive overview of the RHDY program.
 3. Review the client information with the RHDY program manager to confirm eligibility criteria is met.
 4. The DDA CRM must obtain [DSHS 10-709](#), *Request for RHDY Services*, with all required signatures.

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5. The OHS coordinator or designee must:
 - a. Sign and date [DSHS 10-709](#), *Request for RHDY Services*.
 - b. Upload [DSHS 10-709](#) and confirmation of dependency status to the RMT in CARE and email a copy to the RHDY Program Manager.
 - c. Ensure that the client meets RHDY program eligibility under WAC 388-842-0010 and review available regional funding allotments for residential habilitation services.
 - d. Obtain documentation of, and verify, the client's dependency status. Documents may need to be redacted by DCYF before being provided to DDA; this may take additional time.
 - e. Obtain and upload a copy of the court order authorizing DCYF to consent to residential habilitation services (if the parent or legal guardian does not consent) to the RMT.

 6. After receipt of DSHS 10-709:
 - a. The RHDY program manager must document the RHDY request in CARE in the OHS node.
 - b. The DDA CRM must:
 - i. Complete a Core waiver enrollment request in CARE.
 - ii. Send a copy of [DSHS 10-709](#), *Request for RHDY Services* to the DCYF Caseworker and DCYF DD/MH Program Consultant or designee.
 - iii. Obtain a signed [DSHS 14-012](#), *Consent*, before client information is sent to providers for requested services.

B. RHDY Referrals

1. The DDA CRM must complete and submit referral packets once the core waiver is approved and upon receipt of the:

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- a. Completed [DSHS 10-709](#), *Request for RHDY Services*, signed by the parent or the legal representative(if applicable); and
 - b. The court order authorizing DCYF to consent to residential services (if the parent or legal guardian does not consent).
2. The OHS RM must identify which providers have capacity to consider referrals. Capacity means a vacancy in an existing licensed or certified facility.
 3. The OHS RM must:
 - a. Send the referral packet to the potential providers who have capacity;
 - b. Document in the residential referral tracking system (RRTS) which providers received the referral; and
 - c. Complete a service episode record.
 4. The OHS RM must document provider responses in the RRTS.
 5. If a provider accepts a referral, the DDA CRM must notify the DCYF Caseworker and DCYF DD/MH Program Consultant to confirm mutual acceptance.
 6. If the legal representative decides not to select a provider who has accepted the referral, the OHS RM must:
 - a. Notify the provider;
 - b. Send the client's referral to additional providers with capacity as requested by the legal representative; and
 - c. Document the legal representative's response in the residential referral database.
 7. At least once a month, the CRM must notify the legal representative of the status of the referral and document the legal representative's response in a service episode record.

C. Referral Packet Contents

In addition to the required documents listed in DDA Policy 4.01, the CRM should include the following DCYF documents, if available:

1. Client placement history;
2. Child health and education tracking (CHET) form; and
3. Copy of behavior rehabilitation services (BRS) packet and all attachments, if applicable.

D. RHDY Transition Planning

1. After mutual acceptance between the provider and the legal representative, the CRM must:
 - a. Obtain a signed [DSHS 27-248](#), *Residential Habilitation for Dependent Youth Acknowledgement*.
 - b. Schedule ongoing transition meetings with the client's individualized team, including the DCYF Caseworker and DCYF DD/MH Program Consultant or designee, to implement a person-centered transition plan using a wraparound process as defined in WAC 388-842-0005.
 - c. Consistent with [RCW 28A.225.350](#), determine best interests in supporting educational continuity through collaboration with:
 - i. The parent or educational liaison (See [RCW 13.34.045](#));
 - ii. DCYF Caseworker and DD/MH Program Consultant or designee;
 - iii. The youth's school district of origin;
 - iv. The receiving school district.
 - d. Document all transition activities using [DSHS 10-574](#), *Transitional Care Planning Tracking*, and add an event in the transition record in the DDA Transition Tracking node in the case management folder in CARE.
2. During a client's transition to the RHDY program, the provider must work with the DDA CRM, the DCYF Caseworker and DCYF DD/MH Program Consultant or

designee to complete [DSHS 10-707](#), *Residential Habilitation for Dependent Youth (RHDY) Engagement Plan*.

3. The CRM must refer the client for a nurse delegation assessment by a registered nurse delegator if, based on the client's DDA assessment, the provider determines the client needs nurse delegation.
4. Before the client begins receiving services, the OHS RM must:
 - a. Conduct a rate assessment meeting with the provider to determine the rate for RHDY services.
 - b. For youth 15 and under, ensure the client has access to:
 - i. A certified copy of the client's birth certificate; and
 - ii. A social security number verification letter or social security card.
 - c. For youth 16 and over, ensure the client has access to:
 - i. A certified copy of the client's birth certificate;
 - ii. The client's social security card; and
 - iii. State ID.

E. Notification when a provider is unable to continue residential habilitation services

1. Upon receipt of written notice from a provider that they are unable to provide residential habilitation to an identified client, the OHS RM must:
 - a. Confirm that the written notice includes:
 - i. Effective last date of service;
 - ii. Reason for notice based upon WAC 388-842-0230; and
 - iii. Efforts to address additional support needs or revised habilitation support plans.

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- b. Provide a copy of the written notice to:
 - i. The client or legal representative;
 - ii. The OHS coordinator;
 - iii. The CRM;
 - iv. The family, if appropriate; and
 - v. The RHDY program manager.
 2. If a provider is unable to provide services, the CRM must work with the client, the client's legal representative, the OHS RM, and the individualized team to:
 - a. Identify supports that are needed to maintain the client's services until the identified date.
 - b. Develop a plan, which may include:
 - i. Compiling a referral packet and submitting to the OHS RM;
 - ii. Completing a significant change assessment to conduct service planning for non-residential supports and notifying region of origin if the client moves outside of the RHDY program, if applicable; and
 - iii. Transferring of the client's personal belongings and financial responsibility.
 3. The OHS RM must meet with the RHDY Program Manager to discuss support needs and to assist with transition to a new provider.
 4. To indicate transition preparation, the CRM must create an event in the transition node with a reason code of "loss of provider" and record the date they are starting the transition process.
 5. The OHS RM and the Children's Regional Transition Coordinator or designee must participate in any DCYF-facilitated planning meetings for the client.
 6. If a new provider is not able to support the client before the identified last date of service, DCYF must take the client into their care and custody while provider identification efforts continue.

F. Change in Dependency Status

1. Participation in the RHDY program must end if the dependency is closed or the placement is changed to in-home.
2. The DDA CRM or designee must meet with the parent or legal guardian (or client if over 18) and the DCYF Caseworker and DCYF DD/MH Program Consultant or designee to determine if they wish to continue residential habilitation services by transitioning to the OHS program.
 - a. This meeting should be held a minimum of one month before proposed change in dependency status.
 - b. There may be times when a client's placement changes with little notice, if this occurs, a meeting should be held within five business days of DDA notification.
3. The DDA CRM must update the CARE assessment to identify the clients' current needs by:
 - a. Removing the RHDY service from the PCSP; and
 - b. Adding relevant services.
4. If the DDA OHS program is requested, and the client meets eligibility under [WAC 388-826-0010](#), DDA will follow the OHS admission process.
 - a. DDA must work with DCYF and the parent or guardian during the trial return home period.
 - b. Before a client transitions from RHDY to OHS, the CRM must obtain the parent or guardian's signature on (and client if over 18) the following forms:
 - i. [DSHS 10-277](#), *Request for Children's Out-of-Home Services*;
 - ii. [DSHS 09-004C](#), *Out-of-Home Services Acknowledgement*;
 - iii. For youth age 18-20:
 - A) [DSHS 27-063](#), *Out-of-Home Services Agreement for Youth (Age 18-20)*; and

B) [DSHS 10-423](#), *Shared Planning for Youth Aged 18-20 Receiving Out-of-Home Services*.

5. If the child or youth remains with the current provider, a new referral packet is not necessary. If the parent or legal guardian wishes to pursue a new provider, DDA Policy 4.01 will be followed.
6. If the parent or legal guardian does not wish to pursue residential habilitation services through the out-of-home services program:
 - a. The CRM must complete a PAN; and
 - b. The child or youth must return to the parent or guardian identified in the dependency order, in no more than 30 calendar days from the date of court order making that change.
7. Transportation and moving expenses from the RHDY program are the responsibility of DCYF, the parent, or legal guardian.

G. Rate Setting and Authorizations

1. Rate Setting
 - a. Before a client enters service, the OHS RM must meet with the provider to complete the rate assessment using [DSHS 10-326A](#), *Staffed Residential Home DCYF Billing*.
 - b. The region must send completed rate sheets to the RHDY Program Manager at DCYFBilling@dshs.wa.gov.
 - c. The RHDY Program Manager must sign the rate sheet and send a copy back to the OHS RM.
 - d. The OHS RM should send a copy of the completed rate sheet to the DCYF case worker and the DCYF DD/MH Program Consultant.

2. Cost of Care

- a. For dependent youth who are on D-track for their medical coverage (D01, D02, or D26), the OHS RM must calculate the client's cost of care.
- b. The OHS RM must follow [DDA Policy 6.06](#), *Client Responsibility*, and the [Social Service Authorization Manual \(SSAM\)](#) to complete the calculation.

Note: The cost of care calculator is included in DSHS 10-326A.

- c. The OHS RM must complete [DSHS 18-692](#), *Client Responsibility Notice*. The completed notice must be sent to the following:
 - i. The client;
 - ii. The DCYF Caseworker and DD/MH Program Consultant or designee; and
 - iii. The DCYF billing inbox at DCYFBilling@dshs.wa.gov.
- d. The OHS RM must include instructions on where to remit payment when sending the notification to the client and DCYF Caseworker and DD/MH Program Consultant or designee.

3. Authorizing Service

- a. Before authorizing RHDY services, youth must be enrolled on the core waiver using RAC 3613.
- b. The DDA CRM must enter authorizations for RHDY using information located on the [DSHS 10-326](#), *DCYF SRH Rate*.
 - i. DDA's and DCYF's portions of the rate are located at the bottom of the DSHS SRH Daily Rate tab.
 - ii. The DDA CRM must authorize the basic expenses portion of the client rate in CARE using service code SA215 U2.

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- iii. The DDA CRM must authorize the RHDY services portion of the client rate in CARE using service code SA216 U2.
 - c. When a client returns to the care of a parent or guardian, the parent or guardian may request to have them enroll in OHS. To ensure there are no gaps in payment to the provider the DDA CRM must:
 - i. End the CARE authorizations for RHDY with a date one day before the child or youth returns to the care of the parent or guardian. (This most often will occur via court order changing placement from out-of-home placement to trial return home.)
 - ii. Begin the CARE authorization for OHS with the same date as the court order changing from out-of-home placement to trial return home.

EXCEPTION

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

SUPERSESSION

None.

Approved: 
Deputy Assistant Secretary
Developmental Disabilities Administration

Date: March 1, 2025