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**King County Developmental Disabilities Division**

**Washington State Developmental Disabilities Administration (DDA) Employment and Day Program Service Definitions**

**July 1, 2017 – June 30, 2018**

The following definitions for all King County Employment and Day Program services, including Child Development Services (CDS), Community Information and Education services, and Adult Employment services:

## “Acuity Level” means the level of an individual’s abilities and needs as determined through the DDA assessment.

## “Additional Consumer Services” refers to indirect client service types as follows:

### “Community Information and Education” means 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.

### “Training” means 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.

### “Other Activities” reserved for special projects and demonstrations categorized into the following types:

#### Infrastructure projects: Projects in support of clients (services not easily tracked back to a specific working age client) or that directly benefit a client(s) but the client is not of working age. Examples include planning services like benefits planning and generic job development e.g. “Project Search.”

#### Start-up projects: Projects that support an agency or directly benefit the agency. Examples include equipment purchases and agency administrative support.

## “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 21.

## “ADSA” means Aging & Disability Services Administration.

## “Authorized User(s)” means an individual or individuals with an authorized business requirement to access DSHS Confidential Information.

## “CSA” means County Service Authorization.

## “Client” means a person with a developmental disability as defined in Chapter [388-823](http://apps.leg.wa.gov/WAC/default.aspx?cite=388-823) WAC who is currently eligible and active with the Developmental Disabilities Administration or is an identified PASRR client. For purposes of this contract, the term “participant” shall have the same definition as “client.”

## “County” means the county or counties entering into contracts with qualified service providers.

## “Confidential Information” means information that is exempt from disclosure to the public or other unauthorized persons under RCW 42.56 or other federal or state laws. Confidential information includes, but not limited to, Personal information.

## “Community Access” or “CA” services are individualized services provided in typical integrated community settings for individuals in retirement. Services will promote individualized skill development, independent living and community integration for persons’ to learn how to actively and independently engage in their local community. Activities will provide opportunities to develop relationships and to learn, practice and apply skills that result in greater independence and community inclusion. These services may be authorized instead of employment support (Individual Employment, Group Supported Employment or Pre-Vocational services) for working age individuals who have received nine months of employment support, have not found a job and decide not to continue looking for work.

### “Child Development Services” or “CDS” Birth to three services are designed to meet the developmental needs of each eligible child eligible 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.

### “Individual Supported Employment” or “IE” services are a part of an individual’s pathway to employment and are tailored to individual needs, interests, and abilities to, 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.

### “Individualized Technical Assistance” or “ITA” services are a part of an individual’s pathway to individual employment. This service provides assessment and consultation to the employment provider to identify and address existing barriers to employment. This is in addition to supports received through supported employment services or pre-vocational services for individuals who have not yet achieved their employment goal.

### “Group Supported Employment” or “GSE” services are a part of an 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.

### “Pre-Vocational Services” or “PVS” services are a part of an individual’s pathway to integrated jobs in typical community employment. These services and supports are intended to be short term and should be designed to further habilitation goals that will lead to greater opportunities for competitive and integrated employment and career advancement at or above minimum wage. Services are provided by agencies established to provide services to people with disabilities and offer training and skill development for groups of workers with disabilities in the same setting as well as individual support. Participants are provided at least monthly opportunities to experience typical community settings in support of their pursuit to integrated employment.

## “CRM” means the DDA Case Resource Manager.

## “DD” means developmental disabilities.

## “DDA” means the Developmental Disabilities Administration within DSHS.

## “DDA Region” means the DDA Regional office.

## “DVR” means the Division of Vocational Rehabilitation.

## “Encrypt” means to encode Confidential Information into a format that can only be read by those possessing a “key”: a password, digital certificate or other mechanism available only to authorized users. Encryption must use a key length of at least 128 bits.

## “Hardened Password” means a string of at least eight characters containing at least one alphabetic character, at least one number and at least one special character such as an asterisk, ampersand or exclamation point.

## “HCBS” means the Medicaid Home and Community Based Services.

## “ISP” means the Individual Support Plan; a document that authorizes and identifies the DDA paid services to meet a client’s assessed needs.

## “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’s license numbers, other identifying numbers, and any financial identifiers.

## “Physically Secure” means that access is restricted through physical means to authorized individuals only.

## “Quality Assurance” means an adherence to all Program Agreement requirements, including DDA Policy 6.13, *Employment/Day Program Provider Qualifications,* County Guidelines and the Criteria for Evaluation, as well as a focus on reasonably expected levels of performance, quality, and practice.

## “Quality Improvement” means a focus on activities to improve performance above minimum standards and reasonably expected levels of performance, quality and practice.

## “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.

## “Subcontractor” is the service provider contracted by the County to provide consumer services. For purposes of this contract, the term “Contractor” shall have the same definition as Subcontractor.

## “Tracking” means a record keeping system that identifies when the sender begins delivery of Confidential Information to the authorized and intended recipient, and when the sender receives confirmation of delivery from the authorized and intended recipient of Confidential Information.

## “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.

## “Unique User ID” means a string of characters that identifies a specific user and which, in conjunction with a password, passphrase or other mechanism, authenticates a user to an information system.