

# **Snohomish County Developmental Disabilities Career Path Services**

## **Qualified Provider Process**

Snohomish County has an open qualified provider system for Career Path Services. Since funding is awarded for each participant based on his/her unique support needs as documented on the DDD Assessment, each qualified provider has a contract that has no funding amount attached. All participants are referred by the Washington State Division of Developmental Disabilities (DDD). Each qualified provider has the ability to bill for a DDD client for whom they have a current DDD County Service Authorization.

An agency may request to become a qualified provider at any time, but a contract will only be awarded if there is at least one interested DDD client to be served. Since Snohomish County already has a variety of providers, it is helpful for new providers to consider something unique about their agency that will generate referrals. This may include providing services in a rural part of the county where no other provider is located, providing services to a unique population such as community protection, or providing information about specific staff members who are available as job coaches/developers.

Qualified providers must be able to meet the requirements of the Snohomish County Quality Assurance & Evaluation Tool. The tool is based on Snohomish County's Qualified Provider Agreement Contract. The tool and the contract are both based on the DDD County Guidelines, the DDD Criteria for an Evaluation System, and the DDD Policy 6.13 for Day Program Provider Qualifications. Links to the DDD documents are available at the DDD/Counties Internet site: <http://www1.dshs.wa.gov/ddd/counties.shtml>.

To maintain qualified provider status, each provider must successfully complete a monitoring session every two years. All corrective actions on the monitoring report must be completed prior to renewal of each one-year contract. Snohomish County will not maintain a qualified provider agreement for a provider that is not currently serving any Snohomish County participants.

Interested agencies may request a meeting with the Career Path Services Program Manager to review the above requirements, review the Snohomish County Qualified Provider Agreement Contract, discuss ways to generate referrals, and ask questions. Interested agencies can also request a meeting with local DDD offices to advertise their interest in being a qualified provider. If the interested agency wants to obtain a Snohomish County Qualified Provider Agreement Contract, the Program Manager will make an appointment to visit the agency to conduct a monitoring session to determine if the agency meets the requirements.

Career Path Services Program Manager contact information:

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