

# Adult Day Health (ADH) Application Process

## 1. Pre-Application Steps

- (a) Telephone the Seattle/King County Aging & Disability Services (Sea/KC ADS) Program Specialist for information at 206-684-0230.

The Program Specialist will review the basic requirements with you by phone or in person. Upon request, an application packet can be sent to you via email or by regular mail.



Depending on the Program Specialist's work load, this can take up to one week from the time of your telephone call.

- (b) After taking time to review the information provided, if you are still interested in pursuing the process, you prepare the minimum required information packet to apply for service approval. You can find the minimum required information (Washington Administrative Code (WAC) 388-71-0724(2)) listed in the Sea/KC ADS cover letter.

## 2. Application Process

Once we receive your application packet,

- (a) The Sea/KC ADS Program Specialist will work with you to make sure your application is complete.

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In the meantime, start working on the following:

- Provide information on the planned facility, see WAC 388-71-0766 and 0768;
- Search for insurance coverage, see WAC 388-71-0736(2)(e);
- Secure staffing and collect required documentation. This step will involve:
  - advertising and screening applications by qualifications;
  - selecting, notifying and hiring processes;
  - checking references, professional license status, and criminal background reports;
  - collecting Tuberculosis test results.

- (b) Sea/KC ADS program review team including Program Specialist(s) and Consulting Nurse will survey the proposed facility for compliance with WAC requirements.

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- Telephone the program Specialist for an on-site assessment by Sea/KC ADS staff.
- Sea/KC ADS staff can usually do an on-site visit within one to two weeks of the telephone request.
- If it is determined that the proposed site will not meet all WAC requirements,
  - You will receive a letter from Sea/KC ADS citing the unmet requirements. The letter may also include recommended course of action(s) to meet the requirements.
  - Depending on the nature of the item(s) that failed to meet the WAC requirements and your agency's written response on corrective actions taken, Sea/KC ADS staff will inform you if follow up site visit is necessary.

- (d) Once it is decided that you have successfully met all of the WAC requirements for contracting, the Sea/KC ADS office will write a letter of recommendation to the State of

Washington, DSHS, Aging and Disability Services Administration (ADSA) Program Manager. You will receive a copy of the letter.



This process may take three to six months.

### 3. Contracting with the State

Upon receipt of the recommendation letter from the Sea/KC ADS, the ADSA Program Manager will consider the recommendation for contracting with the Health and Recovery Services Administration (HRSA) for a Core Provider Agreement.

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- The ADSA Program Manager will discuss with Sea/KC ADS any concerns or questions prior to forwarding the recommendation for contracting with HRSA.
- Upon acceptance of the recommendations by Sea/KC ADS the ADSA Program Manager notifies you and HRSA of the recommendation for contracting.

The Core Provider Agreement, and all required information and documentation is completed between you and HRSA.

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Once the Provider Agreement is signed by you and HRSA,

- You will be provided a copy of the Core Provider Agreement with Social Service Payment System (SSPS) provider number, a contract number, from HRSA.
- You will be listed in the State ADH provider database.
- You will be recognized as a contracted provider for ADH services.



This process may take up to one month.

### 4. Accepting Participants and Providing Services

Medicaid paid client service eligibility determinations are made by the client's Case Manager.

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- If you are aware of a client with potential need for ADH services, you can notify the client's case manager. Clients who do not have case managers are referred to HCS for intake at 206-341-7750.
- The Case Manager assesses and determines whether the client should be referred for ADH service evaluation.
- Authorization for Adult Day Health services is completed in SSPS.

For more detail, please refer to WAC 388-71-0720 and to the "Assessment and Service Plan flow: ADH" chart (Guide to Adult Day Services Regulations, p. 13) included in your information packet.

### 5. Billing for Services

Sea/KC ADS will request and provide you with a SSPS provider number which you will need to begin billing for services. You will also be provided with SSPS billing instructions.