



**STATE OF WASHINGTON**  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
**Developmental Disabilities Administration**  
PO Box 45310, Olympia, WA 98504-5310

Date: January 22, 2020

To: Residential Services and Supports Providers

From: Saif Hakim, Office Chief

Subject: Priority Referrals for Residential Services

Dear Provider Administrators,

I am writing to you to restate DDA's commitment to partner with your agency to develop long term stable residential services for individuals.

Per DDA Policy 4.02, DDA is now sharing a summary of the client's needs in the Client Referral Summary as the initial referral process. This summary will help you evaluate your agency's expertise in supporting a client's unique support needs or identify specialized supports. If you identify ways to address barriers to your ability to support the client being referred, DDA would welcome a discussion with you on how to address those barriers and to develop the staffing infrastructure to meet those needs.

The three priority referrals that will require your immediate and critical attention:

1. Clients who are ready for discharge from a community hospital
2. Clients who are ready for discharge from a State Psychiatric Hospital
3. Clients who are choosing to move from a State Operated Residential Habilitation Center.

When Resource Management sends a "Client Referral Summary" to your agency for a client in one of the three priority referral groups, the subject line on the email will say "PRIORITY REFERRAL". This will highlight the referral as one of the three priority referrals.

As you receive the information, I am asking you to review the information and connect with the DDA Resource Administrator to have a conversation to see how DDA can assist you in meeting challenges or reservations which may prevent your agency from accepting the referred client for residential services.

Supplemental funding for unique needs beyond the tiered rates can be considered. Proposals could include but is not limited to the following:

- a. Additional resources to obtain professionals e.g. Behavior Technicians, Behavior Specialists, Incident Report Specialist (to write, track, and train), Nursing, Right Response Trainer, recruiter.
- b. Additional resources to obtain staff or funding that would focus on building infrastructure position to recruit, and retain skilled staff, including staff retention bonuses, and staff recruitment bonuses.
- c. Other miscellaneous considerations may include home modifications, startup funds, Person Centered Planning, assistive technology, ,
- d. Offering Staff and Family Consultation to assist with writing and teaching staff how to implement supports.
- e. Additional funds for residential transition, individual clients with complex issues utilizing DDA staff, such as Quality Assurance, Residential Specialist and Clinical Teams.

DDA is also interested in hearing your ideas on alternative support models that would meet client's complex and unique needs.

I am hoping that this information provides you with a starting point as you review the referrals received by your agency.

For questions please connect with your regional resource administrator:

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Region 2 Claire Anita Brown-Riker	<b>Phone:</b> 206.568.5773 <b>Email:</b> <a href="mailto:claire.brown-riker@dshs.wa.gov">claire.brown-riker@dshs.wa.gov</a>
Region 3 Sue Almquist	<b>Phone:</b> 360.418.6128 <b>Email:</b> <a href="mailto:susan.almquist@dshs.wa.gov">susan.almquist@dshs.wa.gov</a>

If you have questions you can also reach me at 360.407.1505 or email at [hakimss@dshs.wa.gov](mailto:hakimss@dshs.wa.gov). Thank you for partnering with DDA to bring stable long term residential support services for our clients.

cc: Regional Administrators  
Resource Management Administrators  
HQ Adult Residential Team  
HQ Waiver Team