



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

July 14, 2020

To: DDA Adult Residential Contracted Community Providers

Re: Exception to Policy

An Exception to Policy (ETP) is being granted for the DDA Certified Residential Services Programs including: Supported Living, Group Homes, and Group Training Homes.

**Policy 6.02 RATES AND OTHER COVERED COSTS FOR SUPPORTED LIVING, GROUP TRAINING HOMES, AND GROUP HOMES**

**Policy 6.04 BILLING, PAYMENT, AND COST REPORTING FOR SUPPORTED LIVING, GROUP TRAINING HOMES, AND GROUP HOMES**

Description of request:

Funding is added as a temporary rate increase for Supported Living, Group Training Home, and Group Home Services providers from August 01 through September 30, 2020.

For the purpose of facilitating provider rate increases during COVID-19 Pandemic, DDA is allowing under its exception authority to: DDA Policy 6.02, the use of Administrative/non-staff rate component, for the department approved amounts for COVID-19; and Policy 6.04, cost report settlement process for COVID-19.

Description of Exception to Policy (ETP):

This ETP to DDA Policy 6.02 allows Certified Residential Service Programs to use the temporary rate increase to offset agency costs related to COVID-19. This increase is added in the form of a temporary rate increase to the total daily rate for each client. The increased amount will be reflected in the administrative/non-staff component on your contract rate exhibit. This exception will allow Certified Residential Service Programs to exclude these temporary funds from the annual settlement process on their agency Cost Report. The agency may use the funds to meet needs, either in the ISS or the admin/non-staff cost center. We encourage you to use part of these funds to support and retain your staff during this emergency created as a result of the COVID-19 pandemic.

The intent of the temporary rate increase funds is to address staffing, supplies, and other administrative/non-staff costs that the agency may incur to address the unique expenses due

to the emergency created as a result of the COVID-19 pandemic. These additional funds should eliminate the need to request any staff add-on, Cost of Care Adjustments (COCA's) or Residential Allowance Requests (RAR's) related to COVID-19 expenditures.

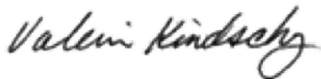
This exception to DDA Policy 6.04 allows Certified Residential Services Programs to exclude all COVID-19 pandemic expenses and reimbursements from the settlement process for the purposes of completion and audit of the annual cost report.

Since the temporary rate increase is to start July 1, 2020, the rate increase from August to September 2020 will be a higher amount since we are capturing the three months increase over the two the month period.

These additional funds will be added into your contract with an effective date of August 1, 2020 in the form of a rate add-on equal to 18% of the Total Daily Rate of each client in your contract. The agency must maintain all records per the DDA policy. DDA staff are working diligently to add the funds into the contract. We are anticipating the change reflected in your exhibit and available to claim by August 1st, with an effective date of August 1<sup>st</sup>.

I appreciate your continued partnership and commitment to bring quality services for people with disabilities. Please do not hesitate to connect with me if you have questions at [Kindsvc@dshs.wa.gov](mailto:Kindsvc@dshs.wa.gov) or 360.407.1550.

Thank you,



Valerie Kindschy

cc: Residential Unit HQ  
Regional Administrators  
Resource Administrators  
Office of Rates  
Management