

All residential providers must create support plans based on the client's needs. The transition survey results from January to June 2024 showed that the most common issue when clients were moving to new homes was that providers did not always have client plans in place and submitted to DDA as required by policy and rule. Please see below for specific plan deadlines. Contact your DDA Case Manager with any questions.

Supported Living/Group Home/Group Training Home

Individual Instruction & Support Plans must:

- Be completed and implemented no more than 30 days after the client begins receiving services from a new provider per [DDA Policy 5.08](#).
- Be provided to the client or legal representative, if the client has one, and the client's case manager no more than ten business days after:
 - a. Completing an initial plan; and
 - b. Updating a plan as required under this policy.

Functional Assessments and Positive Behavior Support Plans

The provider or plan writer must send completed copies of the Functional Assessments and Positive Behavior Support Plans to the client's case manager for review and inclusion in the client's record per [DDA Policy 5.21](#).

Functional Assessment and Positive Behavior Support Plan Timelines

1. For a new client entering community residential services who has been determined as requiring an FA and a PBSP:
 - a. An initial FA and PBSP must be in place and staff must be trained to keep the client and others safe before the client enters service.
 - b. The new provider may use the existing plan from a previous provider as a draft PBSP. Before the new client enters service, the provider must review the plan, modify it for their agency, and train staff on the draft plan.
2. If DDA requests a provider accept a new client into service on an expedited timeline and the client requires but does not have an FA and a PBSP, the provider must:
 - a. No more than seven days after the client enters service, provide direction to staff on how to keep the client and others safe when the target behavior involves threats or acts of physical violence, property destruction, abuse, or self-harm.
 - b. Review existing data, if any, and conduct interviews to draft the FA.
 - c. Begin data collection no more than seven days after the client enters service.
 - d. Complete the FA no more than 45 calendar days after the client enters service.
 - e. Complete the PBSP and train staff to implement it no more than 60 calendar days after the client enters service.



Individual Financial Plans must be developed per [WAC 388-101D-0240](#) with client participation when the client's person-centered service plan:

- a. Identifies that the client needs support to manage funds; and
- b. Designates the service provider as responsible for that support; or
- c. Indicates the service provider manages any portion of the client's funds.

Medical Equipment Instructions

Provide written instructions to staff regarding safe and proper use of medical devices with known safety risks per [WAC 388-101D-0155](#).

Adult Family Homes

Negotiated Care Plans must be completed within 30 days of the resident's admission to an Adult Family Home per [WAC 388-76-10360](#). A copy of the NCP must be given to the case manager each time the plan is completed or updated and after it has been signed and dated per [WAC 388-76-10385](#).

For additional resources and contact information, visit our [Residential Provider Resources page](#).