**Community Engagement**

The community engagement services are one-on-one services designed to increase a

client’s connection to and engagement in formal and informal community networks and

supports. Services are designed to develop creative, flexible, and supportive community

resources and supports for individuals with developmental disabilities that result in positive

relationships, valued community roles, and involvement in preferred community activities,

organizations, groups, or projects. Clients are introduced to community members, organizations, resources, and supports that are available in their immediate and surrounding areas and are supported to develop skills, meaningful roles, and positive relationships that will facilitate inclusion into their community.

Purpose. The purpose of this service is to increase access to informal community supports.

Services designed to develop creative, flexible, and supportive community resources for

individuals with developmental disabilities.

**Community Engagement Service**

**Statement of Work**

a. The Employee shall provide Community Guide Services or Community Engagement Services

to Clients as directed in the Client’s Service Plan.

b. The Employee shall work in partnership with the Case Manager to create or strengthen each

individual’s connections to community organizations and activities. The Employee shall:

(1) Upon receiving a referral from the Case Manager, meet with the Client to provide assistance

in accomplishing goals stated in the service plan developed by the Case Manager, the Client and

their family.

(2) Develop, with the family, strategies to connect the Client with community resources, based

on their interests and needs.

(3) Bring the Client together with local community members, who are not paid for their

involvement with the family, for mutual benefit and activities.

(4) Gather information needed to enhance the Client participation in their community, providing

the Client with information that is in written format, such as literature or pamphlets, for future

reference.

(5) Refer the Client back to the Case Manager if community resources cannot be developed.

(6) Upon completion of services, provide a report to the Case Manager describing the process

and the outcome of services.

c. Progress Report Requirements:

(1) The Employee shall provide a written report regarding Client progress and services to the

DDA

Case Manager at least quarterly or more frequently if deemed necessary by DDA.

(2) Progress Reports shall include the following information, at a minimum:

(a) Identified service goals and objectives;

(b) Summary of the Client’s progress towards achieving the service goals and objectives in

measurable terms;

**Community Engagement Service**

**Qualifications- Age 21 or older**

a. A Community Guide can be an individual with knowledge of appropriate informal

community supports and resources for persons with a developmental disability in the community

in which they live.

b. Providers must review and follow guidelines outlined in “Community Engagement and

Community Guide Policy 4.14”, attached as Exhibit A.

c. A Community Engagement Service Provider is qualified to provide this service as evidenced

by:

(1) Experience with the community in which the participant lives and extensive knowledge of

community organizations, informal clubs, community projects and events, local government

resources, and businesses;

(2) Knowledge and skills necessary to find and engage leaders and members of these community

resources to engage the Client to become an active member and build relationships based on

common interests; and

(3) Help Clients develop skills that will increase their community integration.

d. A Client’s parent cannot provide Community Guide or Community Engagement Services to

that Client.

e. If you are currently an employee of either the Developmental Disabilities Administration or

Aging and Long-Term Support Administration or become an employee of the same during the

course of the period of this contract, you are disqualified from participating in this contract and

are obligated to notify DSHS immediately. DSHS will terminate your contract for convenience.

**Complete Background Check**

Employees have to agrees to undergo and successfully complete a DSHS criminal history

background check conducted by DSHS every three years or more often as required by program

rule or as otherwise stated in the contract, and as required under RCW

43.20A.710, RCW 43.43.830 through 43.43.842. If the Contractor has owners, administrators,

subcontractors, employees or volunteers who may have unsupervised access to Clients in the

course of performing the work under this Contract, the Contractor shall require those owners,

administrators, subcontractors, employees or volunteers to successfully complete a criminal

history background check prior to any unsupervised access and at least every three years

thereafter or more often if required by program rule or as otherwise stated in the contract. The

Contractor must maintain documentation of successful completion of required background

checks.

**Mandated Reporter Training**

-The Employee shall ensure that all current employees and

volunteers, who are mandated reporters or who have access to children, read and/or view the

materials in DSHS Mandated Reporter Toolkit within thirty (30) days of the effective date of a

first time DSHS Contract and annually thereafter; that all newly hired employees and volunteers

who are mandated reporters or who have access to children read and/or view the materials in

the Mandated Reporter Toolkit within two (2) weeks of initial employment. After reading and

reviewing the materials, each employee and volunteer shall sign and date a statement

acknowledging their duty to report child maltreatment and affirming that he or she

understands when and how to report suspected child abuse or neglect. The Contractor shall

retain the signed statement in each individual’s personnel file.

Familiarity with Mandated Reporting is required.