



### **Purchasing Goods and Services**

The purpose of this Contract is to provide assistance and support to Clients with the purchasing of assistive technology goods to increase the Client's independence or substitute for human assistance and assist with purchasing necessary household goods/items to help stabilize community living for eligible Clients discharging from an institutional setting to a home and community-based setting.

#### **Provider Qualifications-**

- Age 21 or older
- Employee must display a level of integrity to accomplish buying goods for clients with contractor's business accounts.
- Turning in invoices to case managers
- Manage receipts of purchases turning into Transformational Ministries

#### **Pay rate**

\$26.00-20.00 per purchase

#### **Statement of Work**

(1) Community Transition Services: The Contractor shall provide assistance to set-up non-recurring expenses and to assist with purchasing necessary household goods/items for Clients who are transitioning from an institutional setting to a living arrangement in a home-and-



community-based setting where the Client is directly responsible for his or her own living expenses. Allowable expenses are those necessary to enable a Client to establish a basic household that does not constitute room and board and may include the following: (a) Security deposits that are required to obtain a lease on an apartment or home, including first month's rent;

- (b) Essential household furnishings and moving expenses required to occupy and use a community domicile, including furniture, window coverings, food preparation items, and bed/bath linens;
- (c) Set-up fees or deposits for utilities and/or service access, including telephone, electricity, heating, water, and garbage;
- (d) Services necessary for the Client's health and safety, such as pest eradication and one-time cleaning prior to occupancy;
- (e) Moving expenses; and
- (f) Activities to assess need, arrange for, and procure needed resources.

(2) Purchasing: Purchasing services must only be provided to eligible Clients as authorized in the Client's Person-Centered Service Plan. For Contractors who provide purchasing and payment services, the Contractor must:

- (a) Make purchases only after authorized by the Case Manager;
- (b) Not be reimbursed for any purchases that are not clearly authorized by the Case Manager;
- (c) Obtain input from Client before making purchases;
- (d) Provide a written, itemized quote for the most appropriate and cost-effective goods to meet the Client's need;
- (e) Provide paper or electronic receipts signed by Client to Case Manager for all purchased items verifying that Client has received the item(s) prior to reimbursement;
- (f) Provide Case Manager with receipts and other documentation if items are returned or exchanged. If items are returned, Contractor must return payment to Case Manager following the ProviderOne recoupment process;
- (g) Be responsible for arranging transportation/delivery of items to Client's appropriate location;
- (h) Be responsible to replace the goods if items are lost, stolen, or broken prior to providing the goods to the Client;
- (i) Arrange for the repair of the purchased goods. Reimbursement for repairs will be made after Client receives the repaired goods and the Case Manager receives the original receipt signed by the Client for repairs made; and
- (j) Assist the Client in rectifying any unresolved issues associated with purchased goods.

(3) Transportation: Transportation services must only be provided to eligible Clients as authorized in the Client Person-Centered Service Plan. The Contractor must:

- (a) Provide Clients with transportation who choose to participate in the purchase of assistive technology goods or household goods/items if a Client has been approved to receive



Assistive Technology or Community Transition services. The Contractor shall allow the Client's caregiver to accompany the Client at no extra cost if the Client needs assistance during the trip or at the destination. Transportation provided under this Contract shall not replace Transportation Services to medical care provided under the Medicaid transportation brokerage.

(b) Be responsible for the entire performance of the Transportation Services in accordance with federal, state, and local ordinances, statutes, and regulations.

(c) Maintain transportation records to document the dates, times, destinations, and distances of each Client's Transportation Services. Upon request, the Contractor shall make the records available to DSHS or DSHS/designee for review and audit.

### Complete Background Check

Employees have to agree 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 Contractor 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.