

Protocol for Vacancy in Two Person Homes

10/1/2010

The Office of Adults with Cognitive and Physical Disability Services (OACPDS) has a significant number of two person homes, funded by Section 21 of the Home and Community Based Waiver Program. When vacancies occur in these homes it becomes very challenging for individuals, guardians, providers, and the Department. These challenges include:

- identifying a roommate with funding under Section 21 whose needs can be met within the present home;
- having a reasonable prediction that the match of people living together will be successful;
- maintaining an appropriate and reasonable staffing pattern to support the home.

The Department must provide a fair process that is also financially responsible to the individuals served so that resources can be used for people who are on the waiting list for services.

The following process for dealing with vacancies in a two person home will be proposed in rule for Section 21 in order to provide a process that clearly identifies a methodology that is understandable, and is implemented fairly:

- When one of two individuals is discharged from a home permanently the provider will immediately inform the Regional Office of OACPDS. Within three working days a new staffing pattern will be provided that reflects the staffing needed for the individual remaining in the home. Within three working days following receipt of the new staffing pattern, a confirmation of the new SAS will be provided for the home from the Regional Office **reflecting the vacancy rate**.
- Beginning on the day of the opening a **60 day timeframe** will be provided for a roommate to be identified. Several steps will be taken by the agency and the OACPDS regional office to assist in filling this vacancy. Within five working days a description of the home will be sent by the provider to the Resource Coordinator for distribution. (It is our intention to pursue the ability to post vacancies on a common web based site). In situations where the vacancy is unanticipated (crisis situation resulting in discharge/unexpected death) and may occur on a weekend/ holiday/ shutdown day the sixty day period will begin five working days from the date of the vacancy. It is the responsibility of the provider to determine the appropriateness of an intake referral based on their intake process as well as other factors such as health and safety of all people living in the home, projection of compatibility, etc.
- Following the 60 days if a candidate has not been identified to fill the vacancy several things will happen:

1. Within five working days a letter from the provider to the consumer/guardian with a copy to OACPD will be sent indicating that no appropriate roommate has been identified, that the agency will continue to pursue a roommate for another 30 days, and that the person should also consider looking at other openings or possibilities within and outside the agency.
 2. The case manager will then contact the individual and encourage the person to allow for a vendor call to be distributed on their behalf. The letter will also indicate that at the end of 30 days (total 90 days) if a roommate has not been identified that the agency will have to provide a 30 day termination notice based on the fact that OACPDS will not support a single development.
- Following the total of 90 days if no person had been identified as a roommate and the individual has not identified other housing options the agency is entitled and authorized by OACPDS to provide a 30 day discharge notice. The provision of this notice is based on the inability of the system to maintain the costs associated with a staffing pattern for a single person development. The person's options at the end of that time period if no placement is identified is to enter into interim housing or crisis system for support until such time as a placement can be determined. The Department will work with the person's PCP team to identify the most appropriate temporary/crisis placement possible, and the Department will make every effort to insure that the interim housing is one in the geographic area of the state where the person wants to live.