



Chapter: Developmental Disabilities Community Services

Subject: Process for Enrolling, Matching, and Monitoring Host Homes/Life-Sharing Sites for DBHDD Developmental Disabilities Community Service Providers

Applicability:

DD Provider Agencies with a contract or letter of agreement with DBHDD.

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References:

O.C.G.A. 37-1-20(18) and (19)

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PROCESS FOR ENROLLING, MATCHING AND MONITORING HOST HOMES/LIFE-SHARING SITES FOR DBHDD DEVELOPMENTAL DISABILITIES COMMUNITY SERVICE PROVIDERS

POLICY

DBHDD provides guidance to community providers in the process of enrolling, matching and monitoring of Host Home/Life-Sharing sites.

DEFINITIONS

Host Home/Life-Sharing refers to a private residence in a residential area in which the occupant owner or lessee provides Community Residential Alternative services to one or two persons with developmental disabilities who are not related to the occupant owner or lessee by blood or marriage. A host home/life-sharing site is occupied by the owner or lessee, who is not an employee of the same community provider, which provides the host home/life-sharing services by contract with the Division of Developmental Disabilities (Division of DD). The Division of DD approves and enters into agreements with community providers which, in turn, contract with Host Home/Life-Sharing providers. The occupant owner or lessee is not the guardian of any person served, or guardian of their property, nor the agent in such person's advance directive for health care.

Community Residential Alternative (CRA) - Services which are targeted for individuals who require intense levels of residential supports in small group setting of four or less,

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foster homes, or host home/life-sharing sites, and include a range of interventions with particular focus on training and support in one or more of the following areas: eating and drinking, toileting, personal grooming and health care, dressing, communication, interpersonal relationship, mobility, home management, and use of leisure time.

Provider Agency- For the purposes of this policy, the term provider agency include organizations that provide developmental disabilities CRA services that are financially supported in whole or in part by funds authorized through DBHDD.

PROCEDURES

A. ENROLLING HOST HOMES/LIFE-SHARING SITES

1. Current and New DBHDD providers must meet the following requirements prior to enrolling Host Home/Life-Sharing sites as a CRA service option:
 - DBHDD provider must be a provider of DD Community Residential Alternative (CRA) services **AND**
 - DBHDD provider must be in business for twelve (12) months delivering Developmental Disabilities (DD) Community Residential Alternative services **AND**
 - DBHDD providers cannot enroll any Host Home/Life-Sharing site until the CRA service/site in the initial provider application have successfully achieved full accreditation and/or complete compliance with the Standards Compliance Review, for a minimum of six (6) months. Provisional status of any type will not be accepted.
2. DBHDD provider agencies are required to make a thorough evaluation of each prospective Host Home/Life-Sharing family/individual and document this evaluation in a Host Home/Life-Sharing study report. This is completed and/or updated as changes in the required home study information occur or when there is a vacancy to be filled.

Note:

- **Only one (1) DBHDD approved CRA provider agency may enroll and provide CRA services at any Host Home/Life-Sharing site.**
 - **Host Home/Life-Sharing providers cannot be the owner of a Personal Care Home (PCH) or Community Living Arrangement (CLA).**
3. Based on the Host Home/Life-Sharing study report and any supporting documents, the DBHDD provider agency notifies the potential Host Home/Life-Sharing provider in writing as to whether or not the Host Home/Life-Sharing provider has been deemed appropriate to work with their organization.

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4. Each Host Home/Life-Sharing site must have a site specific Medicaid Provider (CRA) number assigned by the Department of Community Health (DCH) before placement of any person into that particular Host Home/Life-Sharing site.
5. DBHDD provider agencies must submit the Host Home/Life-Sharing study, all supporting documentation, and Host Home/Life-Sharing provider's evidence of required competency-based training, along with the DBHDD and DCH application for a site specific number to DBHDD Office of Provider Network Management for review.

Supporting documents for the Host Home/Life-Sharing study include the following:

- A general health examination of each member living in the potential Host Home/Life-Sharing site
- Evidence of screening for tuberculosis and communicable disease for each member living in the potential Host Home/Life-Sharing site
- Criminal records check/clearance
- A minimum of three (3) character references
- Proof of homeowner's, renters insurance or personal property insurance
- Statement as to whether or not there are firearms in the home
- Documentation of home ownership (ex. current mortgage statement) or renter's lease. Document(s) must be in the name of the potential Host Home/Life-Sharing provider.
- The home study is completed, signed and dated by a designated employee of the agency or professional under contract with the agency and reviewed, signed and dated by the Agency Director or Developmental Disabilities Professional (DDP).
- Signed statement from potential Host Home/Life-Sharing provider indicating the receipt and review of the Operational Standards for Host Home/Life-Sharing and the Policy for Enrolling, Matching and Monitoring Host Home/Life-Sharing sites for DBHDD Developmental Disabilities Community Providers.

The adult family member who has primary responsibility to the individual and for providing services to the individual has at least the following training **prior** to the DBHDD provider agency making application for a site specific Medicaid provider number:

- Person centered values, principles and approaches
- Human Rights and responsibilities
- Recognizing and Reporting Critical Incident
- Individual Service Plan
- Confidentiality of individual information, both written and spoken
- Fire Safety
- Emergency and disaster plans and procedures
- Techniques of standard precautions
- Basic cardiac life support (BCLS)
- First aid and safety
- Medication Administration and Management/Supervision of Self-Medication

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The DBHDD provider agency must submit evidence of the type of training, content, dates, length of training, and/or copies of certificates. A signed attestation between the agency and the potential host home provider, which indicates the receipt of trainings, must also be submitted.

(See current DBHDD Provider Manual, in the Section titled *Operational Standards for Host Home/Life-Sharing* for additional information).

6. Host Home/Life-Sharing applications must not be submitted for any location that is currently licensed as a PCH or CLA. Licensed PCH or CLA providers must relinquish their license prior to making application to become a Host Home/Life-Sharing site. A Host Home/Life-Sharing study must be submitted, along with documentation of the surrender of the perspective license and the required trainings (by evidence of training certificate or signed attestation indicating receipt of training), to DBHDD Office of Provider Network Management.

B. MATCHING INDIVIDUAL AND HOST HOME/LIFE-SHARING PROVIDER

1. When an individual is identified for potential placement in a Host Home/Life-Sharing site, provider agencies must forward a summary of the Host Home/Life-Sharing study report to Support Coordination or the Planning List Administrator. A summary of the Host Home/Life-Sharing study may include, but is not limited to: Address and access to local services, current living arrangement, names and ages of the family/individuals residing in the home, previous work history, education and religious affiliation, membership or participation in community organizations, DBHDD provider recommendations etc.
2. The Host Home/Life-Sharing study report is reviewed by all stakeholders during the transition planning and/or Individual Service Plan (ISP) meeting to ensure an appropriate match between the individual and the Host Home/Life-Sharing provider.
3. DBHDD provider agencies discuss the prospective placement with the Host Home family/individual and shall prepare the family/individual for the placement of a particular person with developmental disabilities by anticipating the adjustments and problems that may arise during placement and provide any specialized training and support.

C. SUBMISSION OF ADMINISTRATIVE COST & PAYMENT INFORMATION TO THE DIVISION OF DD

The DBHDD provider agency must submit specified information to the Division of Developmental Disabilities (Division of DD) pertaining to **administrative cost and payment to the Host Home /Life-Sharing Provider**

The requirements for administrative costs of the CRA provider agency and the agency's payment to the Host Home/Life-Sharing provider are as follows:

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- The budget and payment to the Host Home/Life-Sharing provider for each individual in each Host Home/Life-Sharing services enrolled by the DBHDD provider agency must support the amount of payment to the Host Home/Life-Sharing provider that allows for the provision of the CRA services specified in the ISP of the individual, and ensures the health and safety of the individual in the Host Home/Life-Sharing arrangement.
- The budget and agreed payment of the Host Home/Life-Sharing provider must be submitted to the Division of DD prior to any individual moving into a Host Home/Life-Sharing residential setting, whenever there is an enhancement or decrease in the individual's residential allocation, and on an annual basis (by June 30). Host Home/Life-Sharing providers of individuals with exceptional rates receive a higher payment based on enhanced services provided by the Host Home/Life-Sharing provider.
- Each individual's budget submitted to the Division of DD must include, but is not limited to the individual's name and Medicaid number, address and contact information of the Host Home/Life-Sharing.

Provider agencies must comply with DBHDD Policy:

Management/Supervision/Safeguarding of Possessions, Valuables, Personal Funds and Day-To-Day Living Expenses in Developmental Disabilities Residential Services in the current Provider Manual at the website

<http://dbhdd.georgia.gov/portal/site/DBHDD/> (click Provider Information and Provider Tool Kit).

D. MONITORING HOST HOMES/LIFE-SHARING SITES

1. DBHDD provider agencies ensure compliance with the Host Home/Life-Sharing Policy and Operational Standards, DCH COMP Waiver, and current Fiscal Year (FY) DBHDD Provider Manual.
2. DBHDD provider agency completes an initial Site Inspection of each Host Home/Life-Sharing residential setting the agency has approved to operate. The Support Coordinator or DBHDD Regional Office designee conducts a follow-up site inspection.
3. Support Coordinator and/or the Planning List Administrator conducts home visits, at least on a monthly basis, to monitor the person's progress in the specific Host Home/Life-Sharing site, and to ensure that the Host Home/Life-Sharing provider is delivering the supports in accordance with the individual's ISP.
4. DBHDD provider agency conducts home visits at least monthly, in order to verify that the Host Home/Life-Sharing site is delivering care, room and watchful oversight in a safe and healthy environment. The DBHDD provider agency should evaluate and document the following during each visit:
 - Available services, supports, care and treatment. This includes, but is not limited to the service needs addressed in the ISP.
 - Human and Civil Rights are maintained.

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- Oversight of Self-Administering of Medication Administration (if applicable) or that the administering of medication follows federal and state laws, rules and regulations.
- Person Centered Focus is Evident in Documentation.
- Information and documentation management is protected, secure, organized and confidential.
- The host home/life-sharing environment demonstrates respect for the individual(s) served and is appropriate to the supports provided. This includes, but is not limited to, the physical environment, review of disaster and fire safety plan, required training, community inclusion, personal funds, and vehicle transportation requirement.

(See current DBHDD Provider Manual in the Section titled *Standards for All Providers* for additional information).

This evaluation is shared with the Host Home/Life-Sharing family/individual and made available for review by the Support Coordinator or DBHDD staff as evidenced by the signature of the Host Home/Life-Sharing family/individual and the DBHDD provider agency. A copy of each monthly visit and written summary of correction made is kept in the Host Home/Life-Sharing site.

5. The DBHDD provider agency completes a self-assessment of the Host Home/Life-Sharing site on an annual basis. The annual assessment should include, but is not limited to, items identified in #4 above. A copy of the agency's self-assessment results and a written summary of corrections made are kept in the home for at least one (1) calendar year.
6. DBHDD Regional Offices and designated staff from the Division of DD provide technical assistance to DBHDD provider agencies enrolling Host Home/Life-Sharing sites.
7. The Division of DD conducts quarterly Quality Assurance reviews of provider agencies contracting Host Home/Life-Sharing sites. Reviews may include, but are not limited to, Support Coordinator ratings of 3's and 4's. Based on these reviews, the Division of DD will recommend and/or implement the following, which includes, but is not limited to, the movement of the individuals from the Host Home/Life-Sharing sites, full standards compliance review, and/or moratorium on the enrollment of Host Home/Life-Sharing sites for a specific DBHDD provider agency.

E. TERMINATION OF CONTRACT BETWEEN THE HOST HOME/LIFE-SHARING SITE AND CRA PROVIDER AGENCY

1. When a Host Home/Life-Sharing provider no longer wants to provide services to the individual and/or wants to end its subcontract with the DBHDD provider agency, they must give at least thirty (30) days written notice to:
 - The individual(s) served

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- The DBHDD provider agency under contract
2. When a Host Home/Life-Sharing provider initiates termination and end its subcontract with the provider agency, the following applies:
 - The Host Home/Life-Sharing provider must relinquish CRA service provision for the individual(s) supported to the contracted DBHDD provider agency and assist the DBHDD provider agency with the movement of the individual(s).
 - The Host Home/Life-Sharing provider must not serve the same individuals they previously served when contracting with another DBHDD provider agency.
 3. The Host Home/Life-Sharing provider is expected to continue working for thirty (30) days unless otherwise determined by the DBHDD provider agency or DBHDD.
 4. If an emergency occurs and services must be terminated immediately, the Host Home/Life-Sharing provider must give immediate notice to all parties listed in the section above.
 5. The DBHDD provider must submit both DBHDD and DCH Change of Information forms to DBHDD Office of Provider Network Management to deactivate the Host Home/Life-Sharing provider number.

F. TRANSFERRANCE OF HOST HOME/LIFE-SHARING SITES

The DBHDD provider agency and Host Home/Life-Sharing provider cooperate as requested by DBHDD to effectuate the smooth and reasonable transition of the care and services for individuals as directed by DBHDD. This includes, but is not limited to, the transfer of the individual records, personal belongings, and funds of all individuals as directed by DBHDD.

DBHDD reserves the right under all Host Home/Life-Sharing agreements to transfer a Host Home/Life-Sharing site to another DBHDD provider agency on the following grounds:

- DBHDD termination of the contract/letter of agreement, or agreement with the DBHDD provider agency.
- DBHDD provider agency termination of the contract/letter of agreement.

In either case above, the Host Home/Life-Sharing provider must be in agreement to contract with another DBHDD provider agency if they want to serve the same individual(s).

Prior approval for the transfer of the Host Home/Life-Sharing site to an alternative DBHDD provider agency must be given by the designated DBHDD, Regional Coordinator.