

## FOOTHILLS GATEWAY, INC

### Adult Care Services Comprehensive Back Up Residential Services (BURS)

#### PROCEDURE:

Persons receiving Comprehensive Services who need BURS may be able to access Adult Care Services (ACS) if the following requirements are met:

1. Intake packet fully completed. ACS must receive a copy of the individual's tax return from the previous year, along with his/her last three months of pay stubs, if applicable, prior to admission (requirement for the use of the house). The Host Home Provider (HHP) or the responsible Program Approved Service Agency (PASA) must also provide in addition the completed intake packet, the following:
  - A copy of the individual's Health and Safety Plan
  - A copy of the individual's Individual Service and Supports Plans and Behavior Development Plans
  - A copy of the individual's Medication Administration Record (MARs) and doctor's orders for all medications the individual receives
  - Copies of specific protocols or procedures required in the individual's care
2. The Support Care Program Administrator will review the intake packet and additional required information to determine the individual's eligibility for receiving respite services through ACS. Once all required information has been received and reviewed, the HHP / PASA may request scheduling times for respite.
3. HHPs/PASAs will be responsible to send the needed amounts of all required supplies for the individual's stay at ACS. This includes and is not limited to: attends, medications, clothing, hygiene supplies, including spending money for activities as appropriate.
4. ACS does not administer medications through Medication Reminder Boxes. HHPs and PASA's will be responsible for ensuring the individual receiving services arrives to ACS with medications in original containers, based on doctor orders and the MAR.
5. The PASA will work with ACS staff to discuss which agency will provide transportation to and from day program, if applicable.
6. Case Managers will use the Individual Residential Services and Supports (IRSS) monitoring checklist to monitor services being provided at ACS while the person receiving services is in emergency care. The PASA will modify the person's Health and Safety Plan to include the ACS site.
7. Based on the Division for Developmental Disabilities (DDD) rules and regulations (16.624), placement at ACS for BURS is to provide short-term relief for a HHP and cannot exceed 14 days at any one time. Additionally, BURS is for intermittent relief only and cannot be scheduled for regular and/or ongoing intervals.

8. Per ACS Scheduling Protocol, requests for BURS may be made no more than two months in advance.
9. ACS cannot provide BURs to individuals who are a danger to themselves or others and/or who are in the Prospects Program and who require more supervision than 1:4 staff to individual receiving services ratio.
10. If an individual staying for respite has appointments or specific activities outside of ACS, the PASA will be responsible for transportation and supervision.

**Billing:**

ACS can be used as a BURS option for individuals receiving services in Host Home settings. Payment for BURS is the responsibility of the PASA contracting with the HHP. The Support Care Administrator will contact the PASA regarding the HHP rate for billing purposes prior to scheduling the BURS. An invoice will be sent to the PASA after the BURS has been provided. The invoice will include the number of service hours provided and the total amount due Foothills Gateway, Inc. for the BURS. FGI will bill an hourly rate for time scheduled for BURS at ACS that is less than 9 consecutive hours at a time. When time scheduled for BURS at ACS is over the 9 consecutive hours, FGI will bill this time as a full day (24 hour period).

11/09; ... 1/13; 1/14; 1/15