

FOOTHILLS GATEWAY, INC.

Allocating HCBS-DD Resources

PROCEDURE:

General Guidelines:

- Resources in HCBS-DD will be allocated using Waiting List guidelines. The Waiting List is updated each month, effective the last day of the month. The updated list is used during the following month to determine who will be the next person on the Waiting List to be offered the HCBS-DD resource.
- The Waiting List is organized by the person's Order of Selection date, except for the emergency list, which is prioritized by the severity of the emergency request.
- HCBS-DD resources include residential, day program and transportation services. Services can be provided by different Program Approved Service Agencies (PASAs) for the residential and day services. Allocating a new resource requires the person to consider services from both a residential PASA and a day services PASA.
- The Supports Intensity Scale (SIS) will be completed for each individual to determine their level of funding.
- The SIS Level for residential and Day services will be included in the Request for Proposal (RFP) information.
- Transportation services are paid at a standard rate based on the number of miles between the individual's home and day services site (mileage band).

Vacancies:

- When a vacancy occurs with a HCBS-DD resource, the vacancy will be reported to DIDD at the end of the month in which the appeal time lapses.
- DIDD will remove the resource from the FGI contract.
- The pool of returned HCBS-DD resources is used by DIDD to address emergency needs statewide.

New Resources:

- The Division for Intellectual and Developmental Disabilities (DIDD) manages the HCBS-DD resources on a statewide basis. Children aging out of foster care may be given a resource at the age of 18, provided the individual's team agrees it is in the best interest of the person. Otherwise, only individuals meeting emergency status guidelines will be allocated a resource from the statewide pool.
- A Foothills Gateway (FGI) Case Manager can request emergency enrollment for a person by completing the emergency form explaining the situation and specifically addressing the reasons the person meets one or more of the emergency criteria guidelines.
- The emergency enrollment request is distributed to the Chief Operating Officer – Case Management, the Support Services Case Management Director, the

Comprehensive Case Management Director and the Intake Manager. A consensus is reached and recommendations made.

- FGI maintains a list of persons who have been determined to meet emergency status. The list is organized by priority of need. Individuals on the list can be re-prioritized as needed dependent upon individual circumstances.
- A request for an HCBS-DD emergency enrollment will be written by the Placement Coordinator, and sent to DIDD. The letter outlines the individual's crisis situation and explains why the person meets emergency criteria, and their priority number.
- DIDD will review the request, agree or disagree with the emergency status and approve for enrollment.
- The Placement Coordinator will then notify the Case Manager when enrollment has been approved.
- The Request for Proposal procedure will be used to select a PASA for both residential and day services.
- While waiting for an emergency resource to be allocated by DIDD, the Case Manager will work with the family or individual to plan alternative services or seek private pay services.
- The person or family will be encouraged to gather information and possible bids from all interested PASAs. An individual can also waive the RFP procedure, ask that only selected PASAs receive the RFP, or select a specific PASA without interviewing all interested PASAs.
- If the individual is interested, release to share information forms will be signed. An RFP will be prepared and distributed to all PASAs offering comprehensive services. The RFP will include the Individual Profile, Indication of Interest form, Individual File Review form and Plan of Services Response form with the determined SIS Level.
- PASAs that return a Positive Indication of Interest, are invited to read the individual's master file to learn additional information about the individual. PASA staff complete and return the Individual File Review Form to the Placement Coordinator.
- PASA staff will visit the individual, arrange visits to specific residential group homes, IRSS settings or Host Homes, and the day program sites.
- Both the residential and day services PASAs will submit a written plan of service for review by the Interdisciplinary Team (IDT). The plan will briefly describe the services available, location, supervision available and date services can begin. If a PASA cannot provide services to a referred individual, a specific reason should be given.
- The IDT will review all Plan of Services Response forms and discuss the options available. The individual/guardian will select residential and day services offers.
- The person seeking HCBS-DD services will determine if they want to accept the residential or day services offered by the PASAs. Transportation services will be determined after the residential and day services are selected.
- An Interdisciplinary Team (IDT) meeting will be scheduled by the Case Manager to develop a plan for admission/ transition. (Refer to Home and

Community Based Services for the Developmentally Disabled (HCBS-DD) Comprehensive Checklist, and Medicaid eligibility requirements.) The admissions procedure is not complete until both residential and day services plans are established.

- If the person referred is not desirous with the offered services, he/she may choose to refuse the resource and remain on the Waiting List.
- The Placement Coordinator will then notify DIDD that the resource has been refused and will send the resource back to DIDD.

1/04.. . . . 11/13; 8/15; 10/16