

FOOTHILLS GATEWAY, INC.

Three Person Host Home Waiver

PROCEDURE:

When a three person host home is requested, the following procedure will occur for each individual receiving services:

- Each Interdisciplinary Team (IDT) for the three people involved will discuss the benefits and possible problems and solutions of the proposed grouping. All relevant factors must be considered and documented:
 1. Individual choice of setting.
 2. Each person must be afforded the opportunity to have his/her own bedroom and consider all environmental factors (space; at least 80 square feet, recreation areas, privacy, number of bathrooms).
 3. Individual needs and interests are met.
 4. Provider supports needed and any additional supports available to Host Home Providers.
 5. Proposed provider experience and history in providing services to persons developmental disabilities.
 6. Others who reside in the residence.
 7. All safety issues and demonstrated provider ability to deal with them.
 8. Established expectations for monitoring by the Case Manager and Program Approved Service Agencies (PASAs).
 9. Health and Safety plans in place for all three persons served in the host home.
- The Case Manager for each person will discuss the meeting outcomes and resolve any issues which have arisen.
- Case Manager(s) and the Assistant Housing Coordinator will conduct an on site visit to the home prior to making a request. The Assistant Housing Coordinator must be informed at least 2 weeks prior to the move so Housing Choice Voucher (HCV) paperwork can be completed.
- The Case Manager(s) will write a letter to the Chief Operating Officer–Case Management (COO-CM) outlining the reasons and benefits for the request. Timelines and plan for moves should also be included in the letter.
- A letter will also be written to the COO-CM when an approved 3 bed host home is no longer needed because an individual moves. This needs to occur at the time of the move, and initiated by the Case Manager of the person who is moving. This letter should include the date, names of individuals, name of agency, host home providers and signed by all involved Case Managers.
- The 3 person host home, it's effectiveness and satisfaction of the individuals, must be reviewed at least annually at the Service Plan (SP) and also during case management monitoring

activities. A letter will then be submitted by the Case Manager(s) to the COO-CM for continuance of the 3 person host home waiver if the option remains appropriate for the persons involved, before the waiver end date. The responsible Case Manager(s) will develop and sign the letter.

- Anytime a 2 bed host home is needed for back up residential services for more than 15 days, a request needs to be made to the IDT to extend to 30 days. Before 30 days has expired a request will be made for a 3 bed waiver if the individual is to continue to live there. Use of a host home by a third person in order to provide another host home provider short term relief for 30 days or less will not be included in the 3 person host home limit for Foothills Gateway.

**** A 3 person host home may not be used for back up residential services overnight for additional individuals **at any time**.**

- Foothills Gateway, Inc. will maintain information regarding number of homes with 3 bed waivers and the Program Approved Service Agencies involved.

6/03.....11/16; 12/17; 12/18