

## FOOTHILLS GATEWAY, INC.

### Three Person Host Home HCBS - DD WAIVER

#### PROCEDURE:

When a three-person host home is needed/appropriate, the following procedure will occur for each individual receiving services:

- The Program Approved Service Agencies (PASAs) will have Policies and Procedures for three-person host home settings. Policy and Procedures will include:
  1. Each person is offered their own bedroom.
  2. All IDTS are aware of three people in services living in the home.
  3. Monitoring Plans are in place for the home to assure all individual needs are met and identified in the Service Plan (SP).
  4. Detailed Contingency Plans for back up Residential services are available and documented in the SP for each person in services.
  5. That no back up residential services (BURS) may occur overnight.
  
- PASAs will notify the Case Manager (CM) in writing by email when a third person moves into the host home. This will include:
  1. Names of the individuals in services in the home
  2. Address of the home.
  3. Name(s) of the Host Home Providers (HHP).
  4. Dates legal guardians were notified, if applicable.
  
- Case Managers will:
  1. Contact IDTs to inform them of the three-person host home settings.
  2. Document agreement and coverage in the Benefits Utilization System (BUS).
  3. Assure all CMs have been notified.
  4. Monitor that all individual's in services needs are being met.
  5. Inform the Chief Operating Officer–Case Management (COO-CM) names of individuals in the three-person host home, HHP and PASAs.
  6. Inform the COO-CM in writing if a three-person host home is discontinued.
  7. The effectiveness and satisfaction of the individuals in the three-person host home, must be reviewed at least annually at the SP, and during Case Management monitoring activities.
  
- At least 2 CMs will be assigned to monitor the three-person host home.
  
- Foothills Gateway, Inc. will maintain information regarding number of three-person host homes and the PASAs involved.

6/03. . . .12/18; 2/20; 2/21