

FOOTHILLS GATEWAY, INC

Adult Care Services Emergency Comprehensive Situations

PROCEDURE:

Persons receiving Comprehensive Services who need emergency care may be able to access Adult Care Services (ACS) if there are no other residential options and if the following requirements are met:

1. Before emergency care can be developed, Foothills Gateway, Inc.'s Case Management Director or Placement Coordinator will notify the Support Services Director regarding the need for emergency care. It will need to be determined if the person meets the eligibility requirements for the ACS program. The person's Interdisciplinary Team (IDT) will need to meet to discuss emergency care options.
2. If it is determined the person is eligible to receive services from ACS and the IDT supports the need for emergency care at ACS, the Case Manager will complete a Service Plan (SP) revision and SP Cover Sheet. The residential rate will be transferred from the Program Approved Service Agency (PASA) to Foothills Gateway while the person receiving services is in emergency care at ACS. Foothills Gateway, Inc. will bill the PASA for Room and Board. The PASA must complete the enrollment packet and give ACS staff programmatic information, i.e., Individual Service and Support Plans, Behavior Development Plans, Health and Safety Plan, residential assessments, SP, Progress Summaries, family contact information, individual information sheets, protocols, and Medication Administration Record prior to admission to ACS. The PASA will notify the Section 8 Coordinator regarding the emergency care.
3. 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). If income falls below level required by IRS for filing a tax return, then this should be documented on the Household Income form for the Individual's ACS file.
4. The sending PASA must provide ACS with doctor's orders for all medications and current Medication Administration Records (MARs)_before ACS staff may administer medications. The sending PASA is responsible for providing medications in original containers, diapers (as needed), clothing, other hygiene supplies the person may need, and personal needs funds. The sending PASA is responsible for medication refills as well as transportation and staff support for any appointments during the time the individual is staying at ACS.
5. Since Foothills Gateway, Inc. will be receiving the individual's Comprehensive Resource, Foothills Gateway will arrange for transportation to and from day program. The transportation change will be included in the SP revision along with changes to the PAR.

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. ACS staff will modify the person's Health and Safety Plan to include the ACS site.

The PASA must also agree to the following terms:

1. The maximum time an individual may receive emergency comprehensive services at ACS will be 30 days per fiscal year. However, this limit can be waived in the event the individual would be homeless without the option of staying at ACS.
2. Services for any emergency comprehensive placement will be contingent upon space and staffing available at the ACS facility, a maximum capacity of 8 individuals during the day and 2 individuals overnight will be enforced. During days that ACS is closed or already at capacity prior to the individual in need being scheduled, PASA will arrange for alternate supervision for the person scheduled that follows Health Care Policy and Financing (HCPF) standards.
3. ACS cannot provide emergency comprehensive services to individuals who are a danger to themselves or others and/or are in the Prospects Program and who require more than 1:4 staff ratio.

08/05; ... 11/20; 5/21; 5/22