

## FOOTHILLS GATEWAY, INC.

### Emergency Requests for State Supported Living Services (SLS) Funds

#### **PURPOSE:**

Emergency requests are requests needing review between Resource Allocation Committee (RAC) meetings because the need is urgent and must be considered earlier than the next regularly scheduled RAC Meeting.

Emergency requests must meet the same review criteria as all other RAC requests. See Resource Allocation Committee (RAC) Procedure.

Some examples of emergency requests to RAC:

- a. The individual is at risk of losing community employment unless an increase in hours can be provided by a staff person on a short-term basis;
- b. Additional respite is needed due to an unexpected change in the primary caregiver's ability to provide supervision;
- c. Emergency dental needs.

#### **PROCEDURE:**

1. The Interdisciplinary Team (IDT) or member of the IDT will identify the emergency. The IDT will ensure that the emergency need cannot be met by reprioritizing current services or by any other means.
2. An IDT member will contact the Case Manager and describe the emergent need. If the Case Manager is unavailable, the IDT member will contact the Lead Case Manager (Supervisor) or the Support Services Case Management Director. The Case Manager, Lead Case Manager or Support Services Case Management Director will contact the other IDT members as appropriate.
3. The Case Manager will email the details of the request (cost, hours, reason) to the Support Services Case Management Director.
4. The Support Services Case Management Director will email all RAC members the emergency request and copy the Case Manager/Lead Case Manager on the email.
5. The RAC members will vote via email and copy all RAC members on each email. The Support Services Case Management Director will record votes and assure all RAC Members are contacted with the final decision within 48 hours. A majority consensus must be reached to approve the emergency request.
6. The Case Manager will generate the RAC form and attach supporting documentation after the request is approved.

7. The Case Manager will forward the RAC form to the Division of Case Management Administrative Assistant for routing.
8. Any denied requests can be reevaluated at a subsequent RAC meeting.

10/04.....6/21; 6/22; 6/23