

FOOTHILLS GATEWAY, INC.

Notification of Residential Moves

PROCEDURE:

Persons receiving services, guardians, authorized representatives, Case Manager, Transportation Manager, Department of Housing (DOH) and the Section 8 Residential Coordinator shall be notified at least fifteen (15) days prior to proposed changes in residential placements. Other agency staff will also be notified as appropriate. A Residential Move form will be distributed accordingly.

- a) If an immediate move is required for the protection of the person or other extenuating circumstances, notification of the aforementioned individuals shall occur as soon as possible before the move or not later than three (3) days after the move. If the move has to occur outside of business hours, Residential administrative staff will notify agency on-call staff.
- b) Persons receiving services, guardians, and authorized representatives, as appropriate, shall be involved in planning subsequent placements and any member of the Interdisciplinary Team (IDT) may request a meeting to discuss the change in placement.
- c) When a person receiving services moves settings or Program Approved Service Agencies (PASAs), all residential PASAs involved must be present for the move, whenever possible, and will ensure that all possessions, medications, money, and pertinent records are transferred to the person receiving services within 24 hours.
- d) When other individuals in service will be impacted by the move (housemates), the IDTs' need to be informed and given the opportunity to provide input prior to a move. This process will be initiated by the Residential Program Manager by contacting the Case Manager.
- e) If the person receiving services, guardian, or authorized representatives, as appropriate, want to contest the move they should follow the grievance procedure of the agency. If there is a concern regarding health, safety, or welfare of the person being jeopardized as a result of the move, any interested party may request an emergency order from Health Care Policy and Financing (HCPF) pursuant to 8.605.4.
- f) When a move has occurred and there is dissatisfaction, the Residential Program Manager or Residential Director will follow the grievance and complaint log process and work toward resolution.
- g) When a person moves, the state Department of Housing's (DOH) Individual Residential Services and Supports (IRSS) Provider spreadsheet will be updated at least quarterly. The DOH will use the information documented on this spreadsheet to determine the schedule for residential housing inspections.

5/01; ... 1/21; 1/22; 1/23

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Residential Move Form

Date: _____

- To: _____ Case Manager
- _____ Day Program Supervisor
- _____ Parent/Legal Guardian
- _____ Transportation Manager
- _____ DCSS Office Manager
- _____ HR Payroll Supervisor
- _____ Health Services Office
- _____ Residential Office Support Staff
- _____ Faxed to DHS (Dept. of Human Services) (970) 498-6304

From: _____, Residential Program Supervisor

The purpose of this letter is to inform you that on _____ (Date)
 _____ (Name of person receiving services)
 _____ (Social Security Number)

will be moving from the following (physical) address:

to (new physical address):

New phone number _____ (all benefit correspondence)

Mailing address: _____

Move is:

- Temporary
- Permanent

Choose one:

- Host Home Provider _____ (name of Host Home Provider)
- Living Independently
-
- PCA
- Foster Care to Host Home _____
(name of Host Home Provider)

Special needs:

- Individual is in a wheelchair
- Unit needs to have a ramp in place at both the primary entrance and secondary entrance per individual Health and Safety Plan

If you have any questions or concerns, you can contact me at _____.

Thank you!

4/02; ... 1/20; 1/21; 1/22