

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 Provider Agency/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 verify they are aware of the option of a three-person host home settings.
 2. Document agreement and coverage in the Care and Case Management System
 3. Assure all CMs have been notified.
 4. Monitor that all individuals in services needs are being met.
 5. Email the Comprehensive Case Management Director and the Division of Case Management Administrative assistant names of individuals in the three-person host home, names of the HHPs and PASAs.
 6. Email the Comprehensive CM Director and the DCM Admin Assistant 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 tracking information regarding number of three-person host homes and the Service Providers/PASAs involved

6/03. . . . 2/21; 3/22, 3/23, 3/24