

SLP Policy Changes

- A. Host Home or Shared Living has the following additional requirements and limitations:
1. When a participant receiving services from a certified agency wants to receive services from a Shared Living Provider (SLP):
 - a. A Home Study Survey must be completed by the Provider with any potential SLP contractors in the home and all adult members of the household.
 - i. Once a participant is identified, the Home Study Survey must be completed by the Provider, on site, at least 7 calendar days prior to a team meeting for all new SLP settings.
 - (1) Providers must upload a copy to Therap in a case note and submit to participant and/or guardian.
 - (2) Home Study Survey- LINK
 2. If Service Coordination has a concern about the placement or survey response, the SC will work with the agency to make any updates or corrections. The Agency is responsible for ensuring all concerns are addressed and resolved with the SLP.
 - a. Service Coordination will review all submitted surveys, materials, and team discussion and may move forward with a service authorization or a placement denial at any point in this process.
 - i. Service authorizations will not be approved until the SLP has completed the Home Study Survey, has a compliant Final Settings Rule Site Assessment, is affiliated with Maximus, has completed a Service Coordination on-site walk through and a team meeting has been held to discuss the potential placement.
 - ii. If the placement is denied, the agency provider, not the SLP, may request a fair hearing per section 16 of this policy.
 3. Provider agency must document monthly on-site visits for Basic-High Tier participants and two times monthly on-site visits for Advanced-Risk Tier participants. No less than two (2) visits for Basic-High Tier participants or four (4) visits for Advanced-Risk Tier participants must be unscheduled per 90-day period.
 4. If an SLP Provider is supporting a participant on the Basic-High Tier then there can only be two state-funded (CFS, DD, AD Waiver, Probation, etc.) individuals in the home. No other state-funded individuals are allowed when the participant is on the Advanced-Risk Tier.

- a. Provider must notify SC if an individual funded by CFS, Probation, or any other state agency resides in the home. Service Coordinator will verify approval of CFS, Probation, or any other state agency prior to SLP approval.
5. If a Shared Living Provider is supporting a participant on the Advanced-Risk Tier there must be two providers, living full-time in the home and available during residential service hours, on the contract. If the team feels only one SLP on the contract would be appropriate, the agency provider can follow the exception process to make the request.
6. If a Shared Living Provider has children under the age of 13, another adult must live full-time in the home and be noted in the Home Study Survey, to provide care and supervision to the child in the event of an emergency.
7. Any residence that the SLP and participant reside in must have its own United States Postal Service-recognized address. No separate basement apartments, apartments over garages, or apartments not fully integrated into the home will be permitted.
8. The lease, signed by the participant or guardian, must be uploaded by the Provider to Therap as a case note.
9. The SLP Contract, signed by the SLP and provider, must be uploaded by the Provider to Therap as a case note.
10. Back-up staff chosen by the participant may be used in place of the Host Home employee or Shared Living contractor.
 - a. Back-up staff must deliver the same habilitative services to the participant in the participant's home, follow the participant's usual schedule, and meet all provider qualifications.
 - b. Use of backup staff must be documented in the participant's ISP.
 - c. A record of backup staff usage must be documented by the Agency and made available to the SC upon request.
 - d. The Host Home employee or Shared Living contractor cannot use backup staff for more than 360 hours per participant's ISP year.
 - i. One day (10-24 hours) of backup staff counts as just ten hours towards the cap of 360 hours per budget year.
 - ii. Unused backup staff hours cannot be carried over into the next ISP year.
11. Support staff chosen by the participant may be used to assist the Host Home employee or Shared Living contractor. This means the support staff works together with the Host Home employee or Shared Living contractor in the provision of services with the participant. Support staff cannot provide services independent of the Host Home employee or Shared living contractor.
 - a. Support staff must deliver the same Habilitative services to the participant, follow the participant's usual schedule, and meet all provider qualifications.
 - b. Use of support staff must be documented in the participant's ISP.
 - c. A record of support staff usage must be documented by the Agency and made available to the SC upon request.

- d. The Host Home employee or Shared Living contractor cannot use support staff for a continuous, 24-hour period.
- 12. No SLP or adult living in the home can serve as day staff for any participant living in their home.
 - a. SLPs or adults living in the home may work for the agency which provides Day Supports to the participant but may not provide services to the participant living in their home.
 - b. No SLP or adult living in the home can become an Independent Provider in order to provide Day Supports to the participant living in their home.
- 13. Even if a participant is receiving SLP services, the agency provider is still responsible for the care of the participant and will need to provide 24/7 assistance to the SLP if needed. The team will need to document a backup plan for when a crisis or emergency should occur in the participant's ISP.
- 14. Back-up plans should be person-centered to meet the historical and potential future needs of the participant.
- 15. Any SLP not in compliance with sections L. 4, 5 and 6 at the time of policy publication will be considered compliant based on prior approval until there is a detrimental change in the Shared Living setting including a change in staff, change in service location, change of residents, or change in composition of the Shared Living home and may be rescinded at time to preserve the health, safety, and well-being of the participants served.
- 16. Failure to be in compliance with this policy either initially or anytime thereafter may result in agency sanctions or denial of SLP approval.
 - a. If SLP approval is denied the agency provider may appeal the decision by requesting a fair hearing.
 - i. Fair Hearing policy is outlined in section 3.11 of the DD Policy Manual
 - ii. A SLP does not have the right as a sub-contractor to initiate an appeal.