

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
AGING AND DISABILITY SERVICES DIVISION
POLICY MANUAL**

POLICY #	REVISED	TITLE	EFFECTIVE DATE	PAGE
41 - 12		Residential Support Service Authorizations for shared 24 Hour Supported Living Arrangement using an Hourly Rate	4/11/2017	1 of 3

POLICY

Developmental Services will meet the needs of each individual in a shared 24 hour supported living arrangement through consistently developed and fiscally responsible residential support service authorizations, while being respectful of and allowing for individual flexibility in daily schedules.

PURPOSE

The purpose of this policy is to provide Regional Center and community based provider staff with reasonable and consistent guidelines in the development and implementation of residential support service authorizations for individuals who are sharing a 24 hour supported living arrangement.

PROCEDURE

A. 24 HOUR USING HOURLY RATE

1. Twenty-four hour supported living services are residential support services provided 24 hours per day by a qualified organizational provider.
 - a. These services include one-to-one residential supports, as well as general protective oversight supports. Services are delivered within non-provider owned homes in integrated community neighborhood settings. With Regional Center Agency Manager approval, providers can own homes due to resource limitations.
2. Housing used for supported living services must be located in integrated community neighborhood settings.
3. Individual/organizational provider agencies (including subsidiaries, family and employees) may not have financial interest in homes in which the agency has a contract for supported living services unless otherwise authorized by the Regional Center Manager or designee due to resource limitations.
4. Each individual residing in a 24 hour supported living arrangement will have a Person Centered Plan (PCP) that identifies personal goals.
 - a. One-to-one residential support identified in the PCP will be authorized in addition to the general protective oversight residential support authorized and provided within the 24 hour supported living arrangement.
 - b. The PCP will include consideration of all SLA options available to the consumer at the annual meeting and every quarterly review. Best practice dictates that a consumer should reside in the least restrictive setting available and a plan developed for the consumer to be in a setting with a level of support that is commensurate to the needs of the person.
5. Protective oversight hours must be shared with other recipients in the home unless clear documentation exists in the PCP that shows a need for one-on-one supervision due to health and safety needs of the person supported.
6. The staffing ratio and number of general protective oversight hours authorized will be dependent on the needs of the individuals residing in the 24 hour supported living arrangement.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
AGING AND DISABILITY SERVICES DIVISION
POLICY MANUAL**

POLICY #	REVISED	TITLE	EFFECTIVE DATE	PAGE
41 - 12		Residential Support Service Authorizations for shared 24 Hour Supported Living Arrangement using an Hourly Rate	4/11/2017	2 of 3

- a. To determine the staffing ratio and number of hours for general protective oversight, Developmental Services will utilize the SLA Staffing Grid to estimate the number of residential support hours needed per month to ensure the health and welfare of individuals residing in the 24 hour supported living arrangement.
 - b. The daily hours identified in the SLA Staffing Grid are a projection and do not reflect the actual daily or weekly staffing ratios needed to implement individual PCP's.
 - c. Providers have the authority to be flexible with staffing ratios to ensure individual needs are being met. It is the provider's responsibility to create weekly staff schedules for each 24 hour supported living arrangement to ensure coverage is consistent with the individual's PCP and monthly residential support service authorization.
7. Consistent patterns of staffing ratios that are different from the staffing grid will be reported to the Regional Center and the staffing grid will be revised to reflect current staffing needs.
 8. Chronic understaffing of homes that negatively impact the health and welfare of individual may result in reassignment of the 24 hour supported living arrangement to a different provider who can better meet the staffing needs of the individual residing in the supported living arrangement.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
AGING AND DISABILITY SERVICES DIVISION
POLICY MANUAL**

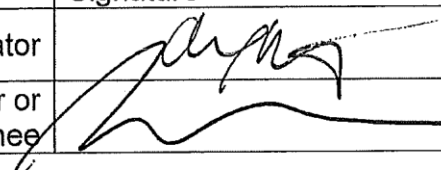
POLICY #	REVISED	TITLE	EFFECTIVE DATE	PAGE
41 - 12		Residential Support Service Authorizations for shared 24 Hour Supported Living Arrangement using an Hourly Rate	4/11/2017	3 of 3

ATTACHMENTS

Staffing Grid



Staffing Sheet
MASTER.xls

Approved By		
Title	Signature	Date
Deputy Administrator		4/12/17
Division Administrator or Designee		4/12/17
Document History		
Revision	Date	Change