

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

To promote a structure and standards for the provision of residential support services in Shared Living Arrangements under an Administering Agency within Developmental Services (DS).

**PURPOSE**

To provide specific guidelines for the protection, health, and welfare of individuals with developmental disabilities, through the formation, implementation, and enforcement of minimum requirements for providers of residential habilitation services in a Shared Living Arrangement contracted through an Administering Agency.

**SCOPE**

This policy applies to all Developmental Services Administering Agencies who subcontract with providers of Shared Living.

**DEFINITIONS**

**Administering Agency:** A DS Regional Center certified provider organization of supported living services that provides essential administrative oversight and support services to Shared Living providers, such as recruitment, approval to be a provider, quality assurance, training, and other such functions.

**Extraordinary Care:** Specialized care for an adult recipient who requires assistance with both Activities of Daily Living (ADL) (e.g., personal hygiene, bathing, toileting, grooming, dressing, mobility, transferring, eating and continence, etc.) AND Instrumental Activities of Daily Living (IADL) (e.g., meal planning and preparation, home management, shopping, money management, using the telephone, using transportation, taking medications, etc.)

**Legally Responsible Individuals (LRI):** Is a legal guardian appointed by the court who has the legal responsibility to manage the affairs of an adult recipient 18 years and older. This does not include minor children under the age of 18 years old.

**Natural Supports:** Natural supports are the relationships and activities that occur in everyday life. Natural supports usually involve family, household members, friends, co-workers, neighbors, and acquaintances who provide unpaid assistance as part of the natural relationship. Examples include supervision and support with activities of daily living.

**Total Family Gross Household Income:** The income of everyone (family members, grandparents, relatives, significant others, and any other individuals residing in the home) who contribute to the family income.

**Person Centered Plan (PCP):** A document and working tool that identifies the individual’s interests, personal goals; health and welfare needs; and agreed upon supports and services that are to be provided through a variety of programs to include Medicaid State Plan, Medicaid Home and Community Based Services Waiver, natural and informal supports, generic community resources and contracted services.

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**Relative/Immediate Family:** Biological or adoptive family members, including but not limited to stepparents, grandparents, great grandparents, siblings, aunts, uncles, nieces, nephews, cousins, and children.

**Residential Support Services:** Individually planned and coordinated services designed to ensure the health and welfare of the individual, and to assist in the acquisition, retention, and improvement in skills necessary to support the person to successfully reside in the community. Residential Support Services are not a substitute for natural and informal supports provided by family, friends, or other available community resources; however, are available to supplement those support systems.

**Shared Living Arrangement:** An arrangement in which a person, a couple, or a family in the community and an individual with an intellectual or developmental disability choose to live together and share life experiences. A maximum of two (2) individuals with an intellectual or developmental disability may reside in one (1) Shared Living Arrangement.

**Shared Living Provider:** A self-employed person that provides residential support services to an individual with an intellectual or developmental disability when both parties have chosen to live together in a Shared Living Arrangement. A provider who brings an individual into their existing home in a Shared Living Arrangement may not be an employee of the individual or the individual's representative and may be considered an independent contractor.

## REFERENCES

[NRS 435](#)

[NAC 435](#)

[Medicaid Services Manual Chapter 100](#)

[Medicaid Services Manual Chapter 2100](#)

[Policy 41-14 Developmental Services Supported Living Tiered Supports](#)

## PROCEDURE

### A. ADMINISTERING AGENCIES

1. Current and new DS providers must have successful work experience in the provision of Residential Support Services and/or experience as an Administering Agency.
2. Current certified providers of residential services applying to become an Administering Agency must be certified with at least a B overall certification score.

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3. Agencies applying to become an Administering Agency must complete the Shared Living Administering Agency application addendum and successfully complete the onboarding process.
4. Administering Agencies or their employees may not have financial interest in the property or home for which shared living services occur.
5. Agencies applying to become an Administering Agency must demonstrate they have an effective quality assurance system that includes:
  - a. A 24-hour on-call system;
  - b. A comprehensive training program and curriculum;
  - c. A thorough home study and shared living application, screening and enrollment process;
  - d. A thorough individual served/Shared Living provider matching process;
  - e. An effective monitoring/quality assurance system to include oversight of the service recipient's finances to safeguard their money and ensure room and board expenses are paid timely, regardless of rep-payee status;
  - f. A responsive grievance and complaint resolution process for the Shared Living provider and individual served; and
  - g. Emergency back up plans, to include immediate relocation of the individuals served as needed, to ensure the health, safety and welfare of the individuals served for all emergency situations, including all abuse, neglect, mistreatment, and exploitation allegations.

**ENROLLING SHARED LIVING PROVIDERS WITH AN ADMINISTERING AGENCY**

1. All providers of Shared Living requesting to provide residential support services with DS after January 2013 must be enrolled in an Administering Agency.
2. Each Shared Living provider may only be enrolled and provide residential support services through one Administering Agency.
3. The Administering Agency must maintain evidence that all adults residing in a Shared Living Arrangement who will potentially provide residential support services to an individual meet the following qualifications:
  - a. At least 18 years of age;
  - b. Enrolled with a DS Certified Administering Agency;
  - c. Have a High School Diploma or equivalent;
  - d. Complete First Aid and Cardiopulmonary Resuscitation (CPR) training/certification prior to providing supports to an individual; in an accredited and approved course, (e.g., American Red Cross, American Heart Association), or the equivalent;

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- e. Successfully meet the Aging and Disability Services Division (ADSD) training requirements prior to providing services to an individual in their home;
  - f. Obtain criminal clearance in accordance with ADSD and Division of Health Care Financing and Policy (DHCFP) policy;
  - g. Have the ability to implement the individual's Person-Centered Plan (PCP); and
  - h. Have the ability to communicate with and understand the needs of the individual(s) served.
4. Administering Agencies are required to complete a thorough evaluation of each prospective Shared Living provider, including the home environment, and document that evaluation in a Shared Living study report. This is completed and/or updated as changes in the required home study information occur or when there is a vacancy to be filled. This must be completed prior to any enacted authorization with any individual and any Shared Living provider. Regional Center staff may review the completed Shared Living study report at any time.
- a. Individual(s) receiving shared living arrangement services must have their own bedroom in the residence.
5. Administering Agencies are responsible to ensure the Shared Living provider's residence meets the environmental standards as outlined in the Supported Living Services Standards of Service Provision.
6. Based on the Shared Living study report and supporting documentation, the Administering Agency will notify the potential Shared Living provider in writing as to whether or not the provider has been deemed appropriate to work with their organization and include a copy of the Shared Living study report.
- a. Supporting documents for the Shared Living study must include the following:
    - 1) State and Federal Bureau of Investigation (FBI) criminal clearance checks for all adults over the age of 18 years old residing in the home. (Initial checks and every 5 years thereafter);
    - 2) Office of the Inspector General (OIG) List of Excluded Individuals and Entities (initial checks and at least annually thereafter);
    - 3) DHCFP, Nevada Medicaid Exclusion List (initial checks and at least annually thereafter);
    - 4) Three reference checks (no more than one personal reference check);
    - 5) Evidence of homeowner's, renters' insurance or personal property insurance;
    - 6) Evidence of current vehicle insurance, valid driver's license and current registration;
    - 7) Current Vehicle Safety Inspection;

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- 8) Statement as to whether or not there are firearms or other weapons in the home and if so, the security measures in place;
  - 9) Documentation of home occupancy (e.g., current mortgage statement or renter's lease). Documents must be in the name of the potential Shared Living provider;
  - 10) Proof that household bills (e.g., rent, mortgage, utilities, etc.) are paid and up to date;
  - 11) The Shared Living Study is completed, signed, and dated by the designated employee of the Administering Agency or professional under contract with the Administering Agency and reviewed, signed, and dated by the Agency Director or Qualified Intellectual Disability Professional (QIDP); and
  - 12) Signed statement from the potential provider of Shared Living indicating the receipt and review of the DS Standards for Service Provision, the ADSD Policy on Administering Agencies and Shared Living Arrangements, and the Administering Agency's Operational Standards for Shared Living Providers.
7. All adults residing in the Shared Living arrangement who provide Residential Support Services to the individual must have at least the following training prior to providing services to the individual:
- a. Intellectual and Developmental Disabilities (ID/DD) (required at orientation and on an as needed basis thereafter);
  - b. Prevention Recognition and Reporting of Mistreatment of Individuals receiving services to include abuse, abandonment, exploitation, isolation, neglect, mistreatment and serious injury of unknown origin; (required at orientation and on an annual basis thereafter);
    - 1) Reporting is required to be completed within specified timelines according to DS Policy regardless of paid or natural support time.
  - c. Mental Health as a Co-Occurring Disorder in Individuals with ID/DD (required at orientation and on an annual basis thereafter);
  - d. Incident and Accident Reporting (required at orientation and on an annual basis thereafter);
  - e. Personal Rights/Responsibilities, Dignity, Respect and Due Process (required at orientation and on an annual basis thereafter);
  - f. Disaster and Emergency Preparedness to include fire evacuation, emergency protocols, pool/spa safety as applicable (required at orientation and on an annual basis thereafter);
  - g. Medical Support and Identifying and Managing Medical Emergencies (required at orientation and on an annual basis thereafter);

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- h. Medication Supports, based upon support needs of the individual, up to and including Medication Administration Certification in a DS approved program (required at orientation and on an annual basis thereafter);
  - i. Standard Precautions and Infection Control to include Safe Food Handling (required at orientation and on an annual basis thereafter);
  - j. Person Centered Planning, Person Centered Goals, Plan Implementation and Reporting on Progress (required at orientation and on an annual basis thereafter);
  - k. HIPAA and Confidentiality (required at orientation and on an annual basis thereafter);
    - l. Handling conflict and complaints/grievance procedure (required at orientation and on an annual basis thereafter);
  - m. Positive Behavior approaches and supports based on the needs of the individual, up to and including Crisis Prevention/Intervention Certification through a DS approved program (required at orientation and on an annual basis thereafter);
  - n. Ethics, boundaries, and professional behavior (required at orientation and on an annual basis thereafter);
  - o. Documentation and billing requirements (required at orientation);
  - p. "Hands On" job orientation specific to the special needs of the individuals the shared living provider will be supporting (required at orientation and upon beginning services for any new individual moving into the Shared Living home);
  - q. Home and Community Based Services (HCBS) Settings Requirements (required at orientation and on annual basis thereafter); and
  - r. If serving children in an out-of-home placement, must meet and adhere to the training requirements as outlined in the Standards of Service Provision Addendum for Children in Out-of-Home Placement.
8. The Administering Agency must maintain evidence of the type of training, content, dates, length of training, and/or copies of certificates for all adults providing service. A signed attestation between the agency and the Shared Living provider, which indicates the receipt of training, must also be maintained.
9. The Shared Living provider is responsible to report household composition at time of enrollment and report any permanent changes within 30 calendar days prior to the change whenever possible. This includes people served through other state, county and local programs (e.g., foster care, persons served through mental health programs, etc.).
- a. Any changes to the household composition must maintain the health, safety, and welfare of the DS Regional Center recipient(s).

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- b. The Administering Agency is responsible to ensure the household composition of the Shared Living provider home is accurate at all times.

10. A Legally Responsible Individual (LRI) of an adult (18 years or older) recipient may be enrolled as a Shared Living Provider when it is determined to be extraordinary care. Extraordinary care is when the type and amount of care exceeds what an LRI would ordinarily provide, and the service is necessary to assure the health and welfare of the recipient and avoid institutionalization.

- a. Extraordinary care is a covered service.
  - 1) All services must be habilitative in nature.
  - 2) An active service must occur. General supervision will not be reimbursed.
- b. Ordinary care is defined as care that is the typical responsibility of a LRI, ordinarily provided to individuals, with or without a disability or chronic illness and is not a covered service.
- c. A LRI must meet all applicable hiring and training guidelines and pass all criminal clearance checks as outlined in the ADSD Standards of Service Provision for organizational providers of DS Supported Living Services. If a LRI does not meet personnel guidelines and does not pass criminal clearance checks, the LRI will not be approved to provide paid services to any DS recipient.
- d. A LRI must accurately complete appropriate service logs daily and other necessary documentation as required for Residential Support Services per ADSD policy.
- e. A LRI must comply with home visits, environmental reviews, interviews and investigations conducted by ADSD staff and Administering Agency staff as outlined in DS policy. Additionally, an LRI must adhere to all due process procedures for rights restrictions.
- f. Determination to use a LRI occurs through the person-centered planning process when it is the choice of the recipient and is considered in the best interest of the recipient. The recipient will be informed of their right to choose a Shared Living Provider and if not satisfied to request a change in Shared Living Provider.
- g. A LRI cannot self-refer to becoming a Shared Living Provider.
- h. Approval of a LRI as the Shared Living Provider is not automatically appropriate in all situations. A LRI may be approved as the Shared Living Provider when the conditions of this policy are met and there are no other provider options to maintain the recipient in their home and community as determined through the person-centered planning process.

**C. MATCHING INDIVIDUAL AND SHARED LIVING PROVIDER**

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1. When an individual is identified for potentially receiving residential support services in a Shared Living arrangement, a Provider Referral will be submitted to all DS certified Administering Agencies in the applicable region. The Provider Referral will outline the specific support needs of the individual, as well as their expressed preferences. Administering Agencies will have five (5) business days to respond to the referral.
2. DS Service Coordinators will support individuals and their family members in interviewing Administering Agencies.
3. Once an individual selects an Administering Agency, the agency will work with the individual, family, and Service Coordinator in selecting a provider of Shared Living that will best meet the individual's needs. This will include interviewing potential providers of Shared Living along with a review of the Shared Living studies the agency has conducted.
  - a. The Administering Agency may not solicit parents or other family members to be the individual's Shared Living provider without going through the team process.
  - b. Administering Agencies found to be violating the referral process through solicitation efforts may face sanction.
4. Once a provider of Shared Living is selected, the Administering Agency will discuss individual support needs with the provider of Shared Living and arrange for specialized training to facilitate a successful transition to the Shared Living arrangement.

**D. AUTHORIZATION, SERVICE DELIVERY AND PAYMENT**

1. The Regional Center contracts directly with the Administering Agency, who will subcontract with the provider of Shared Living.
2. All service authorizations are individualized and based on a person's tiered level of support as determined by the PCP team per ADSD policy 41-14 Developmental Services Supported Living Tiered Supports.
  - a. Shared Living is not an appropriate service setting for individual's requiring paid 24-hour supports.
  - b. If identified service needs exceed that of a Tier 3 Shared Living home, then that individual's team must reevaluate the person's appropriateness for Shared Living Services and consider transitioning the person to a higher level of care.
  - c. Activities of Daily Living (Personal Care) needs are not solely a justification for Tier 2 or 3 supports.
3. Residential Support Services are not a replacement for natural supports. Natural supports are informal supports and not reimbursable.
4. The rate to the Administering Agency for Residential Support Services is the current approved DS rate for Residential Support Services for organizational providers. DS does not provide reimbursement for overnight supervision for individuals receiving Residential Support Services in a Shared Living arrangement.



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5. Providers of Shared Living are members of the individual's support team and participate in the PCP development process.
6. Shared Living providers must provide services in accordance with the PCP, Social Assessment and written Habilitation Plans. This includes the completion of due process procedures prior to the restriction of any individual rights.
7. Shared Living providers must report all incidents as required by policy. This includes incidents that occur during times of natural support.
8. Providers of Shared Living are required to maintain a daily attendance log per Policy 41-14.
  - a. Supporting documentation must be submitted each month to show progress towards habilitation goals.
  - b. Billing may not exceed authorized number of days per fiscal year.
  - c. Quarterly progress reporting should include a summary of natural support activities and time.
  - d. Administering agencies will upload all documentation to the electronic record.
9. Providers of Shared Living must disclose if they are providing any Personal Care Services (PCS) or any other paid services to the individual they are living with funded through the Medicaid State Plan or any other source to the DS Regional Center Service Coordinator.
  - a. DS will not contract for services that are covered by PCS or other services. A copy of the current PCS or other service plan and authorization must be kept in the individual record as part of the individual's PCP to ensure there is not a duplication of services.
  - b. Residential Support Services hours may not overlap with PCS or other service hours.
10. Administering Agencies are responsible for accurately billing the DS Regional Center for services provided. The DS Regional Center will only provide payment for services accurately billed and justified with accurate daily attendance records.
11. The Administering Agency is responsible for contracting with and compensating the provider of Shared Living for services rendered and ensuring that all state and federal laws regarding overtime and subcontractors are complied with.
12. Family Shared Living Arrangements must meet financial eligibility criteria as determined by the Regional Center in order to qualify for a Room and Board supplement. As of April 1, 2024, all Family Shared Living Providers must meet financial eligibility criteria as outlined below.
  - a. The total family gross household income is less than 300% of Federal Poverty Level (FPL) Guidelines. This includes earned and unearned income for all individuals living in the household excluding the individual's Supplemental Security Income (SSI). SSI benefits received by other members of the household are not excluded.

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b. If, at any time, a family's income exceeds the current 300% of Poverty Guidelines, the individual is no longer eligible to receive a Room and Board supplement. The Administering Agency is responsible to inform the DS Regional Center immediately of any changes in the household composition that could potentially impact financial eligibility requirements, when and if such changes occur. Failure to notify the Regional Center may result in the establishment of a payback agreement with the family to return any funds to the state that were provided when ineligibility was established.

13. Room and Board in non-family Shared Living and applicable Family Shared Living settings will be determined as follows:

- a. Prior to move-in and at least annually, the PCP team must establish a reasonable total cost for the individual's monthly Room and Board per ADSD Policy 41-4 Residential Cost of Living Allocations.
- b. All resources of the individual served, including, but not limited to, Social Security benefits, trust funds, retroactive benefits, food stamps and employment earnings, will be the total resources available for Room and Board costs. Room and Board supplements are only utilized if the resources as described above are not sufficient to cover basic costs and must be approved by the DS Regional Center Program Manager.
  - 1) Individuals will receive the current standard allotment for food and personal needs monies, as determined annually by the DS Regional Centers.
  - 2) Individual's Retained Earnings will match the current Nevada DS Room and Board, Program Rates and Poverty Guidelines. This document is updated annually.
  - 3) The DS Regional Center will not provide funding for furnishing the home or costs for damages incurred, unless prior authorized by the DS Regional Center Agency Manager or designee per ADSD Policy 41-13 One-Time Cost Allocations.
  - 4) The DS Regional Center will not provide funding for the purchase or leasing of vehicles.
  - 5) The Housing and Urban Development (HUD) fair market value and local rental pricing will be reviewed to determine if requested rent amounts are reasonable. Housing costs are split between all adults living in the home.

14. Room and Board monies are paid to the Administering Agency. The Administering Agency is responsible for monitoring room and board monies and any other income received by the individual to ensure monies are spent appropriately in accordance with the PCP.

- a. Family Shared Living Providers may maintain Social Security representative payee for the individual family member they support.

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- b. The Administering Agency or guardian, if applicable, is responsible for assuming Social Security representative payee services for individuals served by non-family Shared Living Providers.

**E. MONITORING SHARED LIVING ARRANGEMENTS**

1. Administering Agencies ensure compliance with the Administering Agencies and Shared Living Arrangements Policy, Supported Living Services Standards of Service Provision, Nevada Medicaid Home and Community Based Services Waiver, and current ADSD and DS policies.
2. The Administering Agency completes an initial home visit of each Shared Living Arrangement, prior to approval to operate. The DS Regional Center Service Coordinator will conduct a follow up site visit prior to initiating services to an individual in the home.
  - a. Upon the Administering Agency’s approval of a new Shared Living Arrangement, the Administering Agency will notify the Regional Center Quality Assurance (QA) department when a provider and individual are matched.
  - b. The number of Shared Living Arrangements will be monitored by QA to ensure Supported Living Service Provision Standards are maintained and applicable policies and procedures are followed. If standards and policies are not adhered to, QA may impose sanctions including a cap to the number of an Administering Agency’s Shared Living Arrangements.
3. The DS Regional Center Service Coordinator will monitor the individual's progress in the specific Shared Living Arrangement and ensure the provider of Shared Living is delivering services in accordance with the PCP. Monitoring will include monthly contact, quarterly face-to-face contact, and a home visit at least every three (3) months. This will include unannounced home visits.
  - a. The DS Service Coordinator will complete an environmental review at least annually.
  - b. Any concerns identified during home visits or from the environmental review will be addressed in writing with the Shared Living Provider and Administering Agency.
  - c. The DS Service Coordinator will review billing documentation monthly for accuracy and to ensure supporting documentation is uploaded to the individual’s electronic record.
4. Administering Agencies will conduct home visits at least monthly, including unannounced visits throughout the year, to verify that the provider of Shared Living is delivering services in accordance with the PCP recommendations and will document the following:
  - a. Available supports, care, and treatment. This includes, but is not limited to, the needs addressed in the PCP.

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- b. Human and Civil Rights are maintained, including but not limited to the right to privacy, dignity, respect, and freedom from coercion and restraint.
  - c. The Shared Living setting is integrated in and supports the individual to have full access to the community.
  - d. Oversight of self-administration of medication (if applicable) or that the administering of medication follows applicable laws, rules, and regulations.
  - e. Person Centered focus is evident, including the facilitation of individual choice, autonomy and independence.
  - f. Daily logs are completed timely and accurately.
  - g. Information and documentation management is protected, secure, organized and confidential.
  - h. The provider of Shared Living and other family or household members, as applicable, will demonstrate respect for the individual(s) served and include the individual in the day-to-day family routines.
  - i. Assessment of the physical environment, review of disaster and fire safety plan, required training, community inclusion, personal funds, and vehicle transportation.
    - 1) This verification is signed by the Administering Agency and provider of Shared Living and is maintained with the provider record.
  - j. Discussion of natural support and meaningful activities.
  - k. Verification of household composition.
  - l. Documentation of monthly home visits must be available for review as requested to ADSD and the Shared Living Provider.
  - m. Review individual's served room and board expenses to ensure funds are appropriately managed and safeguarded from exploitation or neglect, regardless of rep-payee status.
    - 1) Ensure timely payment of rent, utilities and other cost of living expenses;
    - 2) Ensure individual's served personal needs are met; grocery and household supplies are sufficient;
    - 3) Personal fund ledgers are complete and initialed; and
    - 4) Receipts are maintained and cash ledgers are reconciled with receipts.
5. The Administering Agency will complete a comprehensive environmental review of the home at least every six (6) months. A copy of the review results and a written summary will be given to the Shared Living Provider. This will include any corrective action(s) to be taken by the Shared Living Provider with a due date for completion. The Administering Agency is responsible to ensure all findings have been addressed and

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corrected within identified timelines. Any review results, written summary and corrective actions implemented must be kept in the Shared Living provider record according to the ADSD record retention schedule of six (6) years.

- a. Administering Agencies are to upload documentation of the environmental reviews to the electronic record.
  - b. Administering Agencies are responsible to ensure consistent and ongoing compliance with environmental standards of the residence. Shared Living Providers that do not maintain environmental standards will be terminated.
6. DS Regional Center Quality Assurance staff will complete certification and other quality reviews of the Administering Agencies, as per NAC 435. This will include, but is not limited to, environmental reviews of Shared Living environments, review of records, and interviews with Shared Living providers and individuals served.
  7. DS Regional Center staff may conduct unannounced home visits and investigations at any time. DS Regional Center staff has the authority to examine quality of care and support delivery, the individual's records, physical premises, including the condition of the home grounds, equipment, food, water supply, sanitation, maintenance, housekeeping practices, and any other areas necessary to determine compliance with standards.
  8. In the event there is an allegation of abuse, neglect, exploitation, or mistreatment and the provider of Shared Living is the alleged perpetrator, the Administering Agency will immediately place the individual(s) served in an approved respite setting until the completion of the investigation to ensure the health, safety and welfare of the individual(s) served.
    - a. Billing can only occur by an approved Shared Living Arrangement provider.
  9. Any concerns identified by DS or the Administering Agency will be addressed by the PCP team. Issues regarding implementation of the PCP is the responsibility of the Administering Agency to address and resolve. If the Shared Living Provider does not implement the PCP as authorized, it may result in termination of the Shared Living Provider.

**F. TERMINATION OF CONTRACT BETWEEN THE SHARED LIVING PROVIDER, THE ADMINISTERING AGENCY, OR THE INDIVIDUAL**

1. When a provider of Shared Living can no longer provide services to the individual and/or wants to end its subcontract with the Administering Agency, they must give at least a 30 calendar day written notice to:
  - a. The individual(s) served and guardian, as applicable; and
  - b. The Administering Agency under contract.
2. When a provider of Shared Living initiates termination and ends the subcontracted agreement with the Administering Agency, the following apply:

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- a. The provider of Shared Living must assist the Administering Agency in efforts to facilitate a successful transition; and
  - b. If the provider of Shared Living is leaving the Administering Agency to subcontract with a different Administering Agency, it will be the individual's choice to stay with either the provider of Shared Living or the former Administering Agency.
3. When an individual would like to initiate a termination of contract with their provider of Shared Living, they will contact their case manager with the Administering Agency.
    - a. The Administering Agency case manager will notify the DS Regional Center Service Coordinator.
    - b. The Administering Agency will support the individual with selecting another provider of Shared Living.
    - c. The provider of Shared Living must assist the Administering Agency in efforts to facilitate a successful transition.
  4. When an Individual would like to initiate a termination of contract with their Administering Agency, they will contact their DS Regional Center Service Coordinator, who will support the individual with selecting another Administering Agency.
    - a. The Administering Agency must assist the DS Service Coordinator in efforts to facilitate a successful transition.
    - b. The provider of Shared Living will have the choice of separating with the individual and remaining with the Administering Agency or applying to become a provider of Shared Living through the new Administering Agency.
  5. The provider of Shared Living is expected to continue working for 30 calendar days unless otherwise determined by the Administering Agency or the DS Regional Center.
  6. If an emergency occurs and services must be terminated immediately, the provider of Shared Living must give immediate notice to all parties listed in the section above.
  7. The Administering Agency is responsible for notifying the Regional Center Service Coordinator of the termination of contract within 24 hours, or the next business day, of receipt of the provider of Shared Living's written notice.
  8. The Administering Agency or the DS Regional Center may terminate a contract for cause at any time.

**G. TRANSFERENCE OF SHARED LIVING PROVIDERS**



1. The Administering Agency and provider of Shared Living will cooperate as directed by the DS Regional Center to effectuate the smooth and reasonable transition of the care and support for individuals. This includes, but is not limited to, the transfer of the individual records, personal belongings, and funds of all individuals.
2. The Regional Center reserves the right under all provider of Shared Living agreements to transfer a Shared Living arrangement to another Administering Agency under the following circumstances:

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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- a. Regional Center termination of the contract with the Administering Agency; or
- b. Administering Agency termination of the contract.
  - 1) In either case above, the provider of Shared Living must agree to contract with another certified Administering Agency if choosing to continue services for the individual.

**ATTACHMENTS: N/A**

<b>Approved By</b>		
Title	Signature	Date
Deputy Administrator		5/17/2024
Division Administrator or Designee		5-29-24
<b>Document History</b>		
Revision	Date	Change
original	09/08/2017	Initial policy creation
	8/4/2023	Revised, gray shaded areas reflect changes.
	04/09/2024	Revised, gray shaded areas reflect changes for this revision date. All gray shading for revisions made in the prior version (08/04/2023) have been removed.