

PROGRAM MANAGEMENT: Entry/Residential Support Plan

OAR 309-049-0190 (Amended 07/01/04 411-325-0390)

POLICY:

The program will provide residential services to persons with developmental disabilities without regard to race, ethnic origin, sex, or religion. Age restrictions may exist and behavioral and/or medical conditions may be taken into consideration regarding which residential setting is the most appropriate as determined through the entry staffing process. All persons must have been referred by the Seniors and People with Disabilities or Case Management/Development Team designee and all persons must have been determined to be developmentally disabled by the referring body. Currently, most new admissions to State-Operated Group Homes are from Fairview Training Center.

PROCEDURE:

1. A referral packet is provided to the program by the Case Manager including:
 - A. A statement regarding the individual's ability to pay room and board costs;
 - B. A copy of the most recent IEP and/or ISP if applicable; and
 - C. A general statement of the strengths and needs of the individual, results of psychological tests, and known medical conditions.
2. A pre-entry staffing will be held to determine the ability of the program to meet the needs of the potential individual. At a minimum the pre-entry staffing will include the individual, his/her guardian if applicable, parent or other family member or advocate and the Case Manager. If there is consensus, a date of an entry staffing will be established.
3. Two weeks prior to the entry staffing the Case Manager will provide:
 - A. The person's current ISP/IEP if not yet provided and if applicable;
 - B. A medical history including results of a physical examination conducted ninety days prior to the proposed entry date. If not available two weeks prior to the entry staffing, the medical history must be available at the entry staffing. The medical history must include:

- (1) Results of a TB test done within two (2) weeks of the entry date;
 - (2) Current immunizations;
 - (3) The results of the physical examination;
 - (4) Status of Hepatitis B screening;
 - (5) A record of known communicable diseases and allergies; and
 - (6) Results of the most recent dental exam.
- C. Any current consultant reports such as psychologist, physical therapist, speech therapist;
- D. The proposed educational/employment provider/setting or alternative; and
- E. Copies of documents relating to guardianship/conservatorship, if applicable.
4. At the Entry Meeting:
- A. All materials noted in #3 will be reviewed for completeness. Any missing required documents will be obtained by the Case Manager prior to entry.
 - B. If entry is occurring simultaneously with the entry staffing physician orders for all medications, treatment, special diets must be in place.
 - C. The individual's ability to adjust water temperature and to respond appropriately for self preservation when warned by a signal device shall be evaluated.
 - D. The educational/employment program or alternative will be confirmed, including transportation issues.
 - E. Financial sources/amount e.g., SSI will be confirmed with decisions made and assigned regarding the need for change of address, application, etc.
 - F. The need for application for a medical card will be determined and if needed, delegation of responsibility will be made to a member of the team.
 - G. A two-month Individual Support Plan will be developed. It may be a continuation of an existing ISP if available.

- H. The names and addresses of a primary physician, a back-up physician, a dentist and other consultants as appropriate will be noted.
 - I. The findings of the entry staffing will be recorded briefly in the progress notes in the individual's file with all documents and information noted in items 3 and 4.
5. Within 60 days of entry and annually thereafter a draft Residential Support Plan will be developed based on the case management generated Assessment of Individual Support Needs Summary which will be provided to the program by the Case Manager two weeks prior to the scheduled ISP Team meeting, and based on individual/family desired outcomes from the Lifestyle Inventory. The programs assessment of the individual's ability to adjust water temperature and to depart from a building when warned by a signal device shall be noted on the initial Individual Support Plan.

Appeal Process: In cases where the individual and parent/guardian/advocate object to, or the ISP team cannot reach majority agreement regarding an admission refusal, a request to exit the program, or a transfer within a program, an appeal may be filed by any member of the ISP team.

In the case of a refusal to admit, the program slot not be permanently filled until the appeal is resolved.

In the case of a request to exit or transfer, the individual shall continue to receive the same services received prior to the appeal, until the appeal is resolved.

Appeal to the County: All appeals must be made to the Community Mental Health Program Director or his/her designee for decision using the county's appeal process. The Community Mental Health Program Director or designee shall make a decision within 30 working days of receipt of the appeal and notify the appellant of the decision in writing.

Appeal to Seniors and People with Disabilities: The decision of the Community Mental Health Program Director may be appealed by the individual, his/her parent, guardian, advocate, or the provider by notifying the Community Human Services within 10 days of receipt of the county's decision.

- A committee shall be appointed by the Administrator or the Administrator's designee in the Community Human Services every two years and shall be composed of a Division representative, a residential program representative and a DD case management representative.

- In case of a conflict of interest, as determined by the Administrator or designee, alternative representatives will be temporarily appointed by the Administrator or designee to the committee;
- The committee will review the appeal decision and make a written recommendation to the Administrator or designee within 45 working days of receipt of the notice of appeal; and

The Administrator or designee shall make a decision within 10 working days after receipt of the recommendation.

Approved by: _____ Date: _____
Jon Cooper, Director