

## Referral Procedure HCBS Sites

11-15-13

In order to meet the criteria for admission to an HCBS site the individual must:

1. Have diagnosis of an intellectual disability.
2. Be at least 18 years of age.
3. Qualify for funding under the HCBS/ID program, the HCBS/ BI program, Habilitation Services, have county funding or be able to privately pay for services.
4. Be selected by the current roommates in the home.

The following information will be required in order for a referral to be considered for services with the HCBS programs:

1. Application for Services.
2. Current service plan.
3. A psychological evaluation.
4. A Social History.
5. Incident Reports for the last six months.

Applications will be received by the HCBS Program Leader or Associate. The Program Leader or Associate will screen the applicant for the ability of staff to provide appropriate services. A decision will be made and the referral source will be notified with a Referral Decision Notice within 30 days of receiving the application. The decision may be to accept the application for services; defer for more information or funding; or to not accept the application.

If the decision is made to not accept the applicant for services, the HCBS Program Leader or Associate will notify the referral source of an alternative service and/or service provider.

After it has been determined that the applicant is appropriate to be considered for an HCBS site the Program Leader or Associate will arrange for the applicant to visit a minimum of three HCBS homes, including the home in which consumers are looking for a roommate.

Once the applicant expresses an interest in a particular home, the Program Leader or Associate will assist them in setting up a visit to the home. The applicant and the consumers that live in the home will determine how many visits they want to have, including whether or not they want to have overnight visits.

If the appropriate information (to include HCBS funding approval) is in place, the final decision regarding the referral is up to the consumers that live in the home and the applicant.

If there is not an opening in any of the HCBS homes, the applicant will be placed on the waiting list for HCBS services. This simply means that when there is an opening in one of the homes, the consumers will be able to meet and consider the applicant.

In the event that it is decided to relocate an HCBS home to another location, consumers will be consulted to ensure that they agree with the decision to relocate. The consumers will also be asked if they wish to continue to live with their current roommates or if they wish to pursue another living environment. In choosing the home that they will relocate to, consumers will be given at least two options to look at. The consumers case manager, family members or significant others will be invited to be involved in the process of selecting the home.

In the event that an applicant, referral source or family member disagrees with an admission decision an appeal may be submitted in writing to the Residential Director within 15 days after notification.

Once an individual starts services if it is determined that there are additional needs that LifeWorks is not able to meet and the individual does not have case management services the case coordinator will notify the individual and family members of additional services that may be utilized. The case coordinator will make referrals to other agencies as appropriate.

*All applicants will receive consideration for services without regard to race, creed, color, sex, national origin, religion or age.*