

SHARED LIVING/HOST FAMILY HOME

Manual

2019-2020



Remedy Road LLC

MISSION OF REMEDY ROAD LLC:

Our mission is to encourage, foster independence, establish and enhance the quality of life for clients with behavioral and developmental disabilities.

PRINCIPLES:

To fulfill its mission, Remedy Road LLC believes:

1. Every person has value.
2. Every person should be treated with dignity and respect.
3. Every person is capable of growth and learning through community experiences.
4. Every person should experience life in their desired setting.
5. Every person shall make decisions in his/her life and is responsible for the direction it takes.
6. Every person is protected by the constitution.

PHILOSOPHY:

In keeping with the mission and principles of Remedy Road LLC, the Shared Living (SL)/Host (HH) Home model is a residential service alternative. A person with a developmental disability may choose to further their independence and community involvement while experiencing life in a more natural setting.

Referral Process:

A. When a referral for Shared Living/Host Home services is received, the Remedy Road LLC Director gathers as much information as possible from the source or referral.

1. If the referral is from or for a person currently receiving services, then that person's Individual Program Planning Team may serve as the source of the referral.
2. If the referral is from or for a person not receiving services, the person themselves, the person's parents, or family members may serve as sources of referral for the Director to gather information regarding the person's needs and wants.
3. An outside agency (Developmental Disability Services) or another service provider may also serve as a source of referral.
4. The referral must include description of funding for the placement. Remedy Road LLC does a based on years of experience and how well you work with developmental disabilities clients.
5. Based on all information received by the Individual Planning Team and the Nebraska Department of Health and Human Services, Remedy Road LLC will make an initial determination of whether or not the referred person can be served with a Shared Living/Host Home placement. The service provider may choose, with the referred person and the person's family members to gather additional information prior to making the placement decision.

Recruitment of Shared Living/Host Home Providers:

A. Shared Living/Host Home providers may be recruited through the following means:

1. Newspaper advertisements
2. TV or radio spots
3. Human interest stories
4. Educational booths or displays
5. Brochures or flyers
6. Contacts with present providers or Remedy Road LLC staff
7. Family members
8. Word of mouth

B. Recruitment contacts with potential providers will be conducted as follows:

1) Initial contact (usually by telephone)

Will come from the Residential Coordinator or Area Director will provide an explanation of Remedy Road LLC and briefly review the purposes of a Shared Living/Host Home, and the responsibility of a Shared Living/Host Home provider. A provider supplementary application form.

2) Interview:

After the Residential Coordinator or Area Director has received the completed paperwork, an interview is scheduled with the potential provider at their residence. During the interview, a tour of the residence will be completed. All paperwork will be reviewed at this time.

3) Background checks:

Potential providers will be informed that background checks through the Nebraska State Central Registry for adult/child abuse and neglect; Department of Motor Vehicles, and local and state police will be conducted, as well as personal reference checks.

III. Matching Process:

A. Matching Individual to Family:

The Residential Coordinator or Director will match the individual with the potential provider. The Residential Coordinator will inform the potential Shared Living/Host Home provider with information about the individual which may include medical needs, special considerations, etc. The Residential Coordinator will, at the same time, address Remedy Road LLC'S policy concerning client confidentiality. The individual and the individual's family members will be informed of the prospective Shared Living/Host Home provider by the Residential Coordinator or director. At this time, if all concerned parties agree, an initial visit is scheduled.

B. Initial Meeting between Parties:

An informal meeting may be held at the home of the potential Shared Living/Host Home provider with the individual, parents/guardians, and agency representatives. The individual's Service Coordinator should also be included.

The group will discuss the potential expectations and responsibilities of both the individual and the potential Shared Living/Host Home provider. If all agree, the placement process will proceed with continued visits which may include overnight and weekends.

C. Visits:

Visits by the individual to the home should be considered as part of the placement procedure to increase the probability of a long-term successful placement. These visits are continued until all parties are satisfied with the planned placement. There is no payment available for the potential Shared Living/Host Home provider during these initial visits.

D. Certification

The potential Shared Living/Host Home provider, as well as current providers, may seek certification as a licensed foster care and/or Adult Family Home provider by making application to the Nebraska Department of Health and Human Services. Although Remedy Road LLC does not require certification, the provider may ask for the agency's assistance, as needed, to complete this process.

Agreement with the Provider for Services

A. Financial

Payment for Shared Living/Host Home care is on a monthly basis with partial months being pro-rated. The provider is paid for the day the individual enters the home, regardless of the hour. The Remedy

Road LLC Chief Financial officer will discuss the rate of payment for room and board, programming, and medical, if applicable, as well as the source of these payments prior to the start of services. Remedy Road LLC takes a 60%-40% or higher depends on the liability of the client. All SL/HH contractors will have a 1099 form to file with their taxes at the end of the year. These payments should be tax free for the SL/HH provider. Please consult your tax professional for more information.

Room and board payments are made to the Shared Living/Host Home provider by the individual served at the beginning of the service month. When Remedy Road LLC is payee for the individual the rates for room and board are set by Remedy Road LLC directors following the guidelines of the Department of Health and Human Services. Youth room and board is \$550 a month and adults are \$600-700 a month.

The agency provider has oversight and responsibility for the service delivery. The agency provider also has the discretion to determine what portion of the service rate will be retained for administrative functions and the portion of the rate, or stipend, to give to the Shared Living provider.

If you have questions about rates or not happy with our service rate please set up a meeting with Tony Reynolds Chief Financial Officer at anton.reynolds@remedyroadllc.com

B. Respite Care:

The need for provider respite care or support personnel must be documented in the person's Individual Program Plan (IPP). It is the provider's responsibility to obtain their own respite care or support personnel. The dollar amount paid is determined by the Shared Living/Host Home provider and the support personnel. All background checks of support staff must be completed by Remedy Road LLC.

If you have a client that has emergency respite, that is only to be **used for 3 hours or more**. What you pay the respite provider or support staff is up to you. The only reason Remedy Road will get in the middle of your agreements is if a problem arises.

Support staff must pass a background check such as state, federal, sex offender, medication aide compliance and E-Verify in order to be support staff. No training will be provided until background checks come back. **Do not leave our clients with people we don't know or with people who have not got clearance from us.**

C. Medical and Dental Care:

The Shared Living/Host Home provider is not responsible for any of the medical or dental costs of the individual placed in their home. In some instances, the Shared Living/Host Home provider may provide medical services. In this case, the Shared Living/Host Home provider is responsible for transporting the individual to and from the doctor and completing the necessary paperwork. Medical planning should be discussed at the individual's program planning meeting prior to placement.

D. Emergency Medical Care

In case of emergency, the Shared Living/Host Home provider must use their best judgment in obtaining medical care. Remedy Road LLC directors, and nurse must be notified as soon as possible of this action by the Shared Living/Host Home provider.

E. Consents/Authorizations:

Shared Living/Host Home providers are not the legal guardians of the individual and cannot sign consent or authorization forms of any type.

F. Contract:

A contractual agreement exists between the Shared Living/Host Home provider and Remedy Road LLC. The terms and requirements of this contract must be reviewed, signed, and dated by the Shared Living/Host Home provider and Remedy Road LLC no longer than 20 days after service starts.

V. Roles and Responsibilities:

1. Provider must adhere to the following for SL/HH clients:

- A. Provide a stimulating setting for greater independence, decision making, and community involvement.
- B. Alert the Service Coordinator and Remedy Road LLC representative to all health problems and injuries.
- C. Inform the Residential Coordinator of changes in sleeping arrangements, address, problems, out-of-town plans, household composition, health problems, or anything that affects their ability to provide care.
- D. Respect the individual's religious preferences.
- E. Participate as a member of the Individual Program Planning/Individual Educational Planning Team (IPP/IEP) and complete, or assist in completing, all necessary documents for the IPP process.
- F. Attends all training required to meet applicable state regulations or as deemed necessary by the Interdisciplinary teams.
- G. Maintain programming, financial and medical records as outlined by Remedy Road LLC policies and procedures manuals.
- H. Provide transportation as required to meet individual's needs.
- I. Inform Residential Coordinator or director about leave or hospital days used by the individual.
- J. Submit requested information in a timely manner.
- K. Ensure positive and frequent communication with the Residential Coordinator including occasional scheduled visits.
- L. Providers will be cited and wrote up if documentation exceeds 48 hours. The owners will pick random days to check time tracking, the MAR, ISP data, health and T-LOGS. The state has become very strict with documentation and it must be done. If it is not done, then services were not provided and that is how we bill so that we can pay you.

2. Natural parents/guardians:

- A. Stay involved with the individual, SL/HH provider, and the Service Coordinator to develop a plan that will be in the best interests of the individual.
- B. Be responsible for medical and dental costs, as applicable.
- C. Sign necessary consent forms/authorizations for their family member.
- D. Participate as a member of the IPP/IEP team.
- E. Support the individual and provider in learning/teaching new skills.
- F. Provide the Service Coordinator and provider with pertinent information about the individual.

3. Residential Coordinator/Area Director/Owners:

- A. Act as a professional advocate for the SL/HH provider by providing on-going assistance and support.
- B. Provide individual training.
- C. Provide on-going monitoring of the placement, including scheduled visits to the SL/HH provider's home. d. Participate as a member of the IPP team at the time of the placement and thereafter as requested or as need indicates.
- D. Ensure that terms and provisions of the contract are met.

4) Service Coordinator:

- A. Act as a professional advocate for the individual in Shared Living/Host Home.
- B. Act as the liaison between the natural family and provider.
- C. Participate as a member of the IPP/IEP team.

5) Individual:

- A. Take part in the routine of the household.
- B. Participate in their habilitative training programs as outlined in their Individual Personnel Plan (IPP).

6.) 90-day probation:

All SL/HH providers are on a 90-day probation to make sure that the current client in the home is a good fit. And to access safety ongoing and compliance of Remedy Road LLC policy and procedures. All SL/HH providers must be willing to complete all required training and on-going training. SL/HH provider must make arrangements to allow State of Nebraska workers to visit the home to observe and do check-ins at any given time. SL/HH providers are expected to document daily on programming goals and progress on ISP plans. Not doing all the above could result in removal of client from the SL/HH home. SL/HH homes are expected to respond to phone calls and emails from professional involved in the clients care within 24 hours of the call or email.

7.) Monthly site visits:

Remedy Road LLC will conduct monthly home visits to take with the providers on progress of the client and to go over any concerns or issues. Remedy Road LLC will call at least 3 hours ahead of time before coming to do a site visit. During the site visit we will conduct a walkthrough checklist. We will also speak to the client alone to make sure the clients feel safe and cared for in your home. We will also complete random pop up visits through out the year to check for safety and compliance.

8.) Annual trainings and application:

Every May annually SL/HH providers have to retake all the required training and complete another application. Life situations change and so does the needs of clients and SL/HH providers. We want to make sure that we continue to make SL/HH and clients with the right relationships. The director will send a memo to the SL/HH provider that tells them their annual recertification with Remedy Road LLC SL/HH program is due.

9.) Trainings and recertification include:

CPR/First Aid – We pay for

Medication Aide Training- **Staff will need to pay the \$18.00 fee for the application.**

MANDT, CPI or Relias de-escalation training- We pay for

Shared Living/Host Home Manual

Residence walk-through/approval

Background checks

10.) Other clients or foster kids:

You cannot have foster kids or other EFH clients in your home from other agencies while employed by Remedy Road LLC. You cannot take our clients to another agency, doing so will lead to a lawsuit and termination of your contract.

For more information or questions please contact:

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