



COMMISSIONER
Chris Traylor

May 25, 2010

To: Home and Community-Based Services Program Providers

Subject: Information Letter No. 10-62
State Supported Living Centers Post-Move Monitoring Visits

The purpose of this letter is to notify you that, as part of the DADS' Settlement Agreement with the Department of Justice (DOJ) related to state supported living centers (SSLCs), effective June 26, 2009, each SSLC is responsible for conducting post-move monitoring visits following an individual's move from the SSLC to the community. Because many individuals moving from an SSLC are enrolled into the Home and Community-Based Services (HCS) Program, SSLCs will be conducting the monitoring visits at the residences and day habilitation sites of these individuals. For each individual moving out of an SSLC, the monitoring visits take place at three intervals: seven, 45, and 90 days following the individual's move from the SSLC.

As you know, a community living discharge plan (CLDP) is developed before an individual moves from an SSLC. The HCS Program provider must sign the plan agreeing to provide the essential and non-essential supports described in the CLDP. During the meeting in which the CLDP is developed, the selected HCS Program provider designates a provider representative who is the contact person for the provider. The SSLC post-move monitors will contact this designated provider representative to schedule each monitoring visit. The designated provider representative provides the SSLC post-move monitors with the necessary information for them to conduct the monitoring visits (for example, provider staff names and duties and the address, telephone number, and driving directions for the day habilitation site).

During each monitoring visit, SSLC post-move monitors interview the individual and provider staff. They also review the individual's record and other documentation, as necessary, to monitor the following elements regarding the individual:

- whether essential supports described in the CLDP are being provided;
- whether non-essential supports described in the CLDP are being provided;
- whether the individual service plan (ISP) or implementation plan has been revised;
- any changes in medication, including list of medications changed, date of change, and reason for change;
- whether staff have received training on the individual's:
 - medical needs;
 - dietary/nutritional needs;
 - personal hygiene needs;
 - mobility needs;
 - behavioral considerations and/or psychiatric needs/symptoms;
 - communication needs; and
 - adaptive aids;

- any injury or illness of the individual;
- whether any behavioral incidents have occurred, and, if so, how they were managed;
- whether there has been a change in the individual's residence;
- whether there has been a change in the individual's HCS Program provider; and
- whether medical and specialty provider appointments were kept, consistent with the CLDP and ISP or implementation plan.

During each monitoring visit, the HCS Program provider must ensure that the SSLC post-move monitors have access to the individual, the individual's residence, and the individual's day habilitation site. The HCS Program provider must also ensure that the individual's record and any other documentation related to the elements listed above are located at the individual's residence and available to the SSLC post-move monitors.

If the SSLC post-move monitors determine a support is not being provided, they attempt to resolve the issue with provider staff to ensure the support is provided. If the SSLC post-move monitors are unable to resolve the issue during the monitoring visit, they notify the SSLC and may notify the local mental retardation authority or DADS Consumer Rights and Services who will notify DADS Waiver Survey and Certification of the issue, as indicated.

Please note that during some monitoring visits, the SSLC post-move monitors will be accompanied by a monitor approved by DADS and DOJ under the Settlement Agreement, who will evaluate the accuracy of the monitoring of the SSLC post-move monitors.

For questions about an SSLC monitoring visit, an HCS Program provider may call the SSLC's Admissions Placement Coordinator.

Sincerely,

[signature on file]

William Campbell
Section Manager
Community Services Contracts