

REGION V SERVICES

EXTENDED FAMILY HOME

PROCEDURES

MISSION OF REGION V SERVICES

The mission of Region V Services is to provide desired training and supports that promote interdependence and relationships within community and lessen restraints upon agency services.

PRINCIPLES

To fulfill its mission, Region V Services 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 Region V Services, the extended family 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.

TABLE OF CONTENTS

I. Referral Process	1
II. Recruitment of Extended Family Home Providers.....	2
III. Matching Process	3
IV. Agreement with Provider for Services.....	4
V. Roles and Responsibilities.....	6
VI. Attachments:	
A. Intake and Referral form	
B. Supplementary Application	
C. Checklist	
D. Family Study	
E. Fire/Tornado	
F. Home Study	
G. Residential Service Contract	

I. Referral Process

- A. When a referral for Extended Family Home services is received, the Region V Coordinator 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 Coordinator 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.
- B. Based on all information received by the Individual Planning Team and the Nebraska Department of Health and Human Services, Region V Services will make an initial determination of whether or not the referred person can be served with an Extended Family 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.

II. Recruitment of Extended Family Home Providers

A. Extended family 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 Region V staff
- 7) Family members

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

- 1) Initial contact (usually by telephone)

The Residential Coordinator or Area Director will provide an explanation of Region V Services and briefly review the purposes of an Extended Family Home, and the responsibility of an Extended Family Home provider. A provider supplementary application form, and family study form is sent to the potential provider for completion.

- 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 course of 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 (fingerprinting), as well as personal reference checks.

III. Matching Process

A. Matching Individual to Family

The Residential Coordinator will match the individual with the potential provider. The Residential Coordinator will inform the potential Extended Family Home provider information about the individual which may include medical needs, special considerations, etc. The Residential Coordinator will, at the same time, address Region V Services' policy concerning client confidentiality. The individual and the individual's family members will be informed of the prospective Extended Family Home provider by the Residential Coordinator. 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 Extended Family 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 Extended Family Home provider. If all agree, the placement process will proceed with continued visits which may include overnight and weekends.

C. 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 Extended Family Home provider during these initial visits.

D. Certification

The potential Extended Family 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 Region V Services does not require certification, the provider may ask for the agency's assistance, as needed, to complete this process.

IV. Agreement with the Provider for Services

A. Financial

Payment for Extended Family 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 Region V Services' representative 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.

1. Room and board payments are made to the Extended Family Home provider by the individual served at the beginning of the service month. When Region V Services is payee for the individual the rates for room and board are set by the Region V Services' directors following the guidelines of the Department of Health and Human Services. If another source is the payee, the room and board rate is determined by the provider and payee.
2. Programming payments are made by Region V Services provider to the Extended Family Home provider after the service has been provided, at the end of the service month., The rates for programming are determined by the individual's service hours as approved by the Department of Health and Human Services.

- B. 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 Extended Family Home provider and the support personnel.

C. Medical and Dental Care

The Extended Family Home provider is not responsible for any of the medical or dental costs of the individual placed in their home. In some instances, the Extended Family Home provider may provide medical services. In this case, the Extended Family 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 Extended Family Home provider must use their best judgment in obtaining medical care. Region V Services and the individual's Service Coordinator must be notified as soon as possible of this action by the Extended Family Home provider.

E. Consents/Authorizations

Extended Family 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 Extended Family Home provider and Region V Services. The terms and requirements of this contract must be reviewed, signed, and dated by the Extended Family Home provider and Region V Services prior to the contract's initiation.

V. Roles and Responsibilities

A. Of those involved in the placement

1. Provider

- a. Provide a stimulating setting for greater independence, decision-making, and community involvement.
- b. Alert the Service Coordinator and Region V 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 Region V Services policies and procedures manuals.
- h. Provide transportation as required to meet individual's needs.
- i. Inform Residential Coordinator 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.

2. Natural parents/guardians

- a. Stay involved with the individual, EFH 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
 - a. Act as a professional advocate for the EFH 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 EFH 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.
 - e. Ensure that terms and provisions of the contract are met.
- 4) Service Coordinator
 - a. Act as a professional advocate for the individual in Extended Family 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).