

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0880 (SS)
Effective Date: 11-08-17
Person Responsible: Director of Service and Support Administration

Subject: Children's Home
Last Revision:

Approvals/Date:

 11/14/17
Superintendent, WCBDD Date

 11/14/17
Department Director Date

ENTRY

1. Any individual considered for the Children's Home must be a Wood County resident.
2. The individual must be eligible for Wood County Board of DD services.
3. The individual may be as young as age 6, but not yet age 18.
4. Request for moving in the Children's Home must be a last resort.
 - a. The individual and his/her team must exhaust all potential efforts for the individual to remain in the family home.
 - b. Examples of efforts include but are not limited to:
 - i. Respite home stays
 - ii. HPC services through the Level 1 Waiver or Individual Options Waiver
 - iii. Community inclusion services through the SELF Waiver
 - iv. Medical Evaluation
 - v. Behavioral Health Services
5. The individual must be enrolled on an IO Waiver.
6. The Service Coordinator for the individual will write a memo requesting admission into the Children's Home. The memo must include relevant diagnoses, Medicaid eligibility status, age, current supports (paid and unpaid), the ISP, AAI, and DDP.
7. The Service Coordinator should include any related documentation such as UIRs, MUIs, and medical and Psychological Evaluations.
8. The request will be submitted to the Review Committee chair for review at the next scheduled meeting.
9. The Service Coordinator will present the request to e Review Committee at the next scheduled meeting.
10. Admission into the Children's Home must be approved by the Review Committee.
11. Rent will be based on the person's anticipated total income from all sources received monthly. The formula used in determining the total tenant payment is the lowest of the following, 30% of their income or a base rent in the amount of \$312.00.
12. Rent includes all utilities, internet and cable.

REVIEW

1. An individual's ISP Team must review the placement at least annually and make recommendations to the Review Committee for continued admission or planned discharge.
2. The Review Committee will review the need for continued admission at least annually based on the recommendation of the Individual's ISP Team.

EXIT

1. A transition plan for moving out must be developed to coincide with and match the individual's school transition plan.
2. The individual is expected move out on or before their last day of educational services under an IEP.
3. No one age 22 or over may continue living in the home.

References: 01-ALL-ALL-0210
02-ALL-ALL-0876 (SS)

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