

**PROVIDER ADVISORY #2018**  
**RESIDENTIAL PLANNING**

**Centralization**

**EFFECTIVE DATE: 08/20/18**

This advisory is intended to notify operators of APD-licensed residential facilities of a change to the process on how they will receive residential referrals.

Effective August 20, 2018, APD is changing the residential planning process. The entire process is being centralized at APD's state office.

The new team will have an intake coordinator who will ensure the information is complete prior to referring to the Residential Planner that is covering the region the consumer is in. Although the new Residential Planners will be covering specific regions, referral packets will be sent based on where the consumer and/or their family wants them to go, what their needs are, and who has openings that can meet those needs – we will no longer have regional 'lines' defining where a referral can be sent.

For this process to work, it will be imperative that the new Residential Planners know what beds you have available, any limitations on who you accept, and that contact information is up to date. The Residential Planner assigned to your region will be reaching out to all providers to ensure we have this information up to date. Attached you will find the document used to gather this information, which will be sent out at least once each month. Of course, if things change between reporting times we encourage you to let the Residential Planner know so you can receive referrals.

In addition, we have created a form for residential providers to send back to us to let us know if they can accept the consumer or not. We will be inquiring as to the 'why' if the referral is denied. There are a few reasons why we need specific information when a referral is denied. Sometimes it is so we can inform leadership or account for why we cannot find placement, sometimes it is to ensure there are no barriers or issues we can fix, sometimes it is to help us focus our provider development needs, etc. We appreciate your help in this, as it will also help us ensure we are sending referrals to you that fit who you want to serve. That form is also attached.

Attachments: GH Referral Response Form; GH numbers update