

WSC ADVISORY #2020-003
RESIDENTIAL PLANNING UPDATES

ACTION REQUIRED

EFFECTIVE DATE: JANUARY 22, 2020

This advisory informs Waiver Support Coordinators (WSCs) of the process to assist clients who are seeking residential placement in a licensed facility.

Residential Placement Referral Form:

To streamline the residential referral process, WSCs must use the Residential Placement Referral Form dated January 14, 2020 (attached to this advisory). This updated form allows the WSC to share critical client information with potential licensed homes, which will help providers make informed decisions. For an iBudget waiver individual who is not seeking respite placement, please include a current or proposed residential habilitation level on the form. Effective immediately, this form must be included with the referral packet to be considered complete. If it is incomplete, the referral packet will not be assigned to the regional Residential Planning Coordinator (RPC).

Residential Referrals by Email:

All referral requests must be sent to Residential.Referrals@apdcares.org to be processed and assigned to the regional RPC. Format the subject line for the encrypted email as follows:

- a. Standard Subject:** ABC Pin # (Placement request – Reason) ENCRYPT
- b.** Identify the reason for the request in the subject line. This is important to help prioritize the most urgent needs. The **reason** for request should be one of the following:
 - 30-day notice
 - Respite
 - Initial group home placement
 - Change of group home
 - Group home closure
 - APS (Adult Protective Services) involvement
 - DCF/CBC Minor
 - Homeless
 - ICF
- c. Examples of Subject Lines:**
 - 123456 (Placement request – 30-day notice) ENCRYPT
 - 123456 (Respite Request 11/1/19 – 11/5/19) ENCRYPT

Once the completed packet is received, the WSC will receive an email including the intake coordinator and RPC, which indicates the referral has been assigned. The WSC will then communicate directly with the RPC.

Please email questions to Residential.Referrals@apdcares.org with the subject line “Advisory Questions.”

Attachments: Residential Placement Referral Form