

Developmental Disability Services Division Group Home Referral Process

1. Agency Contact alerts appropriate DDSD Specialist as soon as they become aware of a potential group home opening and provides a brief description of the program including:

- A. Where home is located.
- B. The type of staffing support provided (including overnight staff, nursing staff availability, behavioral supports, etc.)
- C. Population group home is designed to support (including medical/behavioral needs, age, gender, mobility needs, communication, etc.)

The Specialist will work with the Agency Contact to ensure that all appropriate information is included in the description.

2. DDSD will email the group home announcement and group home referral form, which will include Agency Contact and DDSD Specialist, to DS Directors with a deadline to send completed referrals, this will typically be 14 days.

Completed referrals, including any internal referrals, are sent to Agency Contact and appropriate DDSD Specialist as identified in the announcement.

3. DDSD Specialist and Agency Contact meet one week after referral deadline to review all referrals. At that time, the agency will identify appropriate referrals and will develop a plan/timeline to make the final selection.

If there isn't someone identified for an admission, these meetings will continue weekly until an appropriate candidate is identified.

If, at the end of the deadline there are no appropriate referrals for admission, the process of sending the announcement would begin again.

4. Once candidate is identified and has agreed to be admitted, the Agency Contact will notify all referring agencies a decision has been made and will provide feedback on all of their referral(s).