

VERMONT

**Housing
Safety and Accessibility
Inspection Process**

Protocol

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Department of Disabilities, Aging and Independent Living
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Department of Disabilities, Aging and Independent Living

Housing Safety and Accessibility Inspection Process

Introduction

Housing safety and accessibility inspections are conducted for all shared living homes funded by the Department of Disabilities, Aging and Independent Living (DAIL). DAIL provides oversight of this inspection process. The on-site inspections are conducted by a DAIL contracted Housing Safety and Accessibility Contractor, unless the home is required to be licensed or inspected by one of the following entities: The Division of Fire Safety, the Vermont Department of Labor and Industry, the Vermont State Housing Authority, Section 8 Housing or a local housing authority. In the case of inspections completed by an organization other than the Contractor, the entity will arrange and conduct the inspection.

It is expected that housing safety and accessibility home inspections would occur, and all deficiencies identified during an inspection be corrected, before the individual receiving services funded by the Department of Disabilities, Aging and Independent Living, moves into a shared living home.

Developmental Services (DS) Homes:

Due to some circumstances, an individual may need to move into a DDSD shared living home prior to the completed home assessment. In these circumstances, the home inspection must be completed within 30 days of the individual moving into the home.

Adult Family Care (AFC) and Brain Injury Program (BI):

All homes must have a successfully completed inspection, and all identified deficiencies corrected, prior to the individual moving into the home.

For BI and AFC homes, there are no exceptions to this rule.

In the event of crisis, the request for an emergency home placement may be submitted, pending approval by DAIL. Such a placement is rare and should be an option of last resort. The requirements and the process for requesting approval for an emergency placement is explained later in this document under **Crisis Situations**.

It is the responsibility of the Provider Agency to ensure that all shared living providers contracted with their agency have been entered into the DAIL Housing Portal, all required documents have been uploaded into the Portal, all required assessments have been successfully completed, and that the Provider Agency staff using the DAIL Housing Portal

have completed the proper training and are aware of the most current guidelines and procedures. Provider Agencies will retain documentation of their agency staff who have been trained in the DAIL Housing Portal, which will be available to DAIL upon request.

Shared Living Providers

A shared living provider (also known as a home provider), may be any individual who is 21 years or older, (except the individual may not be the parent, legal guardian, representative payee or spouse of the individual receiving DAIL-funded services), who successfully passes background checks required by DAIL. Additional information about requirements for shared living providers in Vermont can be found in the Vermont program-specific provider manual.

Home Safety Assessment (Inspection)

The Designated Agency, Specialized Service Agency, Brain Injury Provider Agency, or Adult Family Care Authorized Agency (Provider Agency) arranges for the housing safety and accessibility assessments.

Prior to scheduling the housing safety inspection, a Provider Agency staff member, with knowledge of safety issues, will perform a preliminary safety assessment of the home, using a copy of the DAIL Pre-Inspection Housing and Standards Checklist. The staff member will review each area of the inspection with the prospective shared living provider to get a general sense of the safety of the home and identify and correct any areas that do not meet requirements prior to the inspection visit by the Contractor. A preliminary assessment is intended to increase the likelihood of a successful and timely safety assessment and give the prospective shared living provider an understanding of the safety issues that must be addressed if they are to become a shared living provider.

Part of the preliminary safety assessment includes, but is not limited to:

- Obtaining a copy of the fire escape plan and uploading a copy into the DAIL Housing Portal;
- Working with any shared living provider whose home is not on a public water source to ensure a water test is done timely and the test results are received and uploaded into the DAIL Housing Portal;
- Uploading documentation into the DAIL Housing Portal to show that any wood heating masonry chimney, wood-burning furnace, stand-alone pipe or fireplace that is being used has been cleaned and inspected by a professional.
- **All documentation** needs to be uploaded into the assessment of the DAIL Housing Portal, by the time the Contractor is contacted to schedule the onsite assessment.

After the Provider Agency enters the necessary information into the DAIL Housing Portal, they will fill out the DAIL Home Safety Assessment Request for Housing Contractor form and will send it to the Contractor to schedule the inspection. An e-mail sent to the Contractor, with the form, will serve as notification that an inspection is needed. Within seven (7) calendar days of receiving a request for an inspection, the Contractor will contact the Provider Agency to schedule the on-site inspection.

It is the responsibility of the Provider Agency to notify the Contractor about any DAIL-funded home that needs an inspection.

The Contractor will complete the onsite housing safety inspection within fifteen (15) calendar days of receiving the e-mail from the Provider Agency, unless the Contractor and the local service Provider Agency requesting the inspection agree to other arrangements **in writing**. The Contractor will provide a copy of any such written agreement to the State when submitting its invoice for the inspection, if requested by the State.

The individual's Provider Agency's staff person **and** the shared living provider **must** be present during the inspection.

The Provider Agency will monitor the home for safety and accessibility issues that may arise after an inspection has been performed and will work with the shared living provider to resolve any identified issue(s). The Provider Agency staff may contact the Contractor for advice and assistance as needed to resolve these issues.

Home Safety Inspection – Meets Standards

If the home meets all applicable standards, the Contractor will enter the inspection information into the DAIL Housing Portal within 30 calendar days of the inspection and will indicate it has been approved. The Provider Agency will be notified through the Portal of the approved inspection. The Provider Agency will print a copy of the completed inspection, send a copy of it to the shared living provider, will confirm that the shared living provider has received it, and will put a copy of the approved inspection in the participant's file. The file copy is required as part of the DAIL quality management review.

Home Safety Inspection – Deficiencies Identified

The Contractor's inspection will detail any deficiencies and the Contractor will be available to the shared living provider about possible resolutions to come into compliance with the applicable standards. All deficiencies noted on the housing safety inspection **must be corrected and completed within thirty (30) calendar days of the date of the inspection, unless a variance waiving the specific standards has been requested and approved.**

A combination of variances and shared living provider actions may be needed. If a variance is being requested for any deficiency, the variance must be requested and a decision for the variance decided prior to requesting a follow-up by the Contractor, if a follow-up is required. See section on **Variance Process**.

Funding for the home may be held until all of the deficiencies have been resolved. If the deficiency is determined to be an immediate safety issue for the individual, the Provider Agency will be required to move the individual into temporary respite or an alternative residence until the deficiency is corrected.

Home Safety Inspection – Home Modifications

The shared living provider is responsible for correcting identified deficiencies and notifying the Provider Agency when the identified deficiencies have been corrected. The Provider Agency is responsible for monitoring the shared living provider's progress and for confirming that the deficiencies are corrected by the established deadline.

When the Provider Agency receives notification from the shared living provider that the deficiencies have been corrected, the Provider Agency will ensure the corrections have been made and contact the Contractor to schedule a follow-up inspection. If, after the follow-up inspection, the Contractor agrees that the deficiencies have been adequately addressed, such that all applicable standards are met, the Contractor will enter the updated information into the DAIL Housing Portal within 30 calendar days and will approve the inspection indicating the corrections have been made. The Provider Agency will be notified through the Portal of the approved inspection. The Provider Agency will print a copy of the completed assessment, send a copy of it to the shared living provider and will confirm that the shared living provider has received it, and will put a copy of the approved inspection in the participant's file. The file copy is required as part of the DAIL quality management review.

If the inspection information does not verify that all deficiencies have been corrected within 30 days of the date of the initial inspection, and a variance concerning the deficiency has not been granted, DAIL will send written notice to the Provider Agency that DAIL will be monitoring the status of the deficiencies and begin the process of suspending the funding for that home. Funding will be suspended 30 days from the date of the notice from DAIL, unless updated information of the inspection report verifying that all deficiencies have been corrected and the inspection process has been completed, or a variance applicable to the deficiency has been granted, **before** the effective date of the suspension of funding. If the Provider Agency has requested and been granted a variance from the appropriate DAIL Quality Management staff for the specific standard applicable to the deficiency, funding for that home will not be at risk of suspension solely on the basis of that deficiency.

Accessibility Assessment (Inspection)

Overview

Accessibility standards are designed to maximize an individual's independence and level of safety and are designed to provide workable and safe environments for caregivers as well. State and federal funds used for accessibility renovations are best utilized when the renovations meet the Americans with Disabilities Act (ADA) standards. **Accessibility renovations to DAIL-funded homes are required to meet the ADA standards.** The DAIL Pre-Inspection Accessibility Standards and Checklist is based upon these ADA standards.

To maximize the individual's independence, all individuals receiving DAIL-funded services should be able to utilize all appropriate spaces in the home they share with a shared living provider. When an individual, who uses a wheelchair, a walker, or has other mobility or accessibility needs (e.g. low vision, hearing loss that affect the individual's ability to freely navigate the home environment), receives home supports funded by the state and/or federal government, an accessibility inspection of the residence is **required**.

It is the responsibility of the Provider Agency to perform a preliminary assessment, enter an accessibility inspection into the DAIL Housing Portal, and notify the Contractor when the individual requires physical environmental modifications and request that an accessibility inspection be done. The accessibility inspection should be done in conjunction with the home safety inspection whenever possible. The Provider Agency shall also notify the individual receiving DAIL- funded services and the shared living provider of the date and time for the accessibility inspection. The combined visit takes approximately 1½ hours. **As is required for home safety inspections, the accessibility inspection and identified deficiencies, if any, must be corrected before the individual moves into the home.**

If the required accessibility inspection is not performed in conjunction with the safety inspection, or if an individual receiving DAIL-funded services experiences a significant change in health or function requiring physical environmental modifications, the Provider Agency **must** enter an accessibility inspection into the DAIL Housing Portal, perform a preliminary assessment, and schedule an accessibility inspection with the Contractor **immediately** upon becoming aware of the need for an inspection. The timeline for an accessibility inspection and the correction of deficiencies, if any, is the same as outlined in the Home Safety Inspection.

Accessibility Assessment Process

Prior to scheduling the accessibility inspection, a Provider Agency staff member, with knowledge of accessibility issues, will perform a preliminary assessment of the home, using the DAIL Pre-Inspection Accessibility Standards and Checklist, to think about what

may be needed. During an accessibility inspection, all areas of accessibility in the residence are evaluated using the checklist which is based on universal ADA Accessibility standards, including, but not limited to, doorway widths, bathroom(s), and entrance to and egress from the home. When conducting the inspection, the Contractor will consider the needs of the individual receiving DAIL-funded services and ensure the standards that apply to the individual's needs are inspected.

The Contractor will conduct the accessibility Inspection using the checklist form provided in the DAIL Housing Portal to evaluate if the home meets the specific ADA accessibility standards and identify areas that are noncompliant as deficiencies. The inspection is of the home, specific to the home in terms of the universal ADA standards, not specific to the individual. The individual receiving DAIL-funded services **must** be present during the accessibility inspection unless a physical or occupational therapist (PT/OT) has completed a home evaluation within thirty (30) calendar days prior to the anticipated move-in date.

The Contractor will enter the accessibility inspection information into the DAIL Housing Portal within thirty (30) days of the inspection. The information must identify all deficiencies. The Contractor will be available for suggestions and consultations for renovations or modifications to correct the deficiencies. Within one (1) business day of receiving notice that the report has been entered into the DAIL Housing Portal, the Provider Agency will print a copy of the inspection, send it to the shared living provider, and will confirm that the shared living provider has received it.

Multiple Individuals with Mobility Issues Living in the Same Home

The accessibility inspection is completed on the home, therefore, only one accessibility inspection is required even when there are multiple individuals with mobility issues living in the home. However, **each** individual with mobility issues who are living in the home has to have a Certified Occupational or Physical Therapist evaluation completed.

Accessibility inspections for second or subsequent individual moving into a home that has previously had an accessibility inspection successfully completed:

- The Provider Agency will enter the accessibility inspection into the DAIL Housing Portal according to the DAIL Housing Portal Instructions and notify DAIL that this has been completed. DAIL will work with the Provider Agency to get the necessary information entered into the DAIL Housing Portal.
- The Provider Agency will contact a PT/OT to perform a function assessment of the individual and determine their needs. If there were any deficiencies in the originating accessibility inspection, as shown in the DAIL Housing Portal, the PT/OT will include in the review their determination of the deficiencies and how they relate to the individual.
- The Provider Agency will upload the PT/OT report into the DAIL Housing Portal follow the Variance and home modification process for the successful completion of the accessibility inspection for this individual.

If deficiencies are identified during any of the inspections described above, the Provider Agency and shared living provider will follow the process outlined below in the **Deficiencies – Accessibility Inspection** section of this document. There is a 30-calendar day timeline to complete any deficiencies found during the inspection, which will be strictly monitored and enforced when the individual receiving DAIL-funded services is already living in the home. Funding for the home may be held until all of the deficiencies have been resolved, and if the deficiency is determined to be an immediate safety issue for the individual the Provider Agency will be required to move the individual into temporary respite or an alternative residence until the deficiency is corrected.

The Provider Agency will monitor the home for safety and accessibility issues that may arise after an inspection has been performed and will work with the shared living provider to resolve any identified issue(s). The Provider Agency may contact the Contractor for advice and assistance as needed to resolve these issues.

Accessibility Inspection - Deficiencies Identified

The Contractor's inspection will detail any deficiencies and the Contractor will be available to the shared living provider to discuss possible resolutions to come into compliance with the applicable standards. All deficiencies noted on the housing accessibility inspection must be corrected and completed **within thirty (30) calendar days** of the date of the inspection, unless a variance waiving the specific standards has been requested and approved.

A combination of variances and shared living provider actions may be needed. If a variance is being requested for any deficiency, the variance must be requested and a decision decided on the variance first. Any deficiencies remaining after a variance request must be home modifications by the shared living provider. An approved variance or home modification must be completed on all deficiencies prior to requesting a follow-up inspection by the Contractor, if a follow-up is required. See section on **Variance Process**.

In some incidences, a variance may need to be requested on a renovation or correction of a deficiency due to a delay in getting the correction completed. (Example: It is in the middle of the winter and a ramp or window needs to be installed.) In these instances, if a variance is approved, the inspection will remain pending until the time the deficiency is corrected.

Accessibility Inspection - Home Modifications

If a variance is being requested, the variance request and the decision for the variance must occur first. The shared living provider is responsible for correcting identified deficiencies not approved by a variance and notifying the Provider Agency when the identified deficiencies have been corrected. The Provider Agency is responsible for monitoring the shared living provider's progress and for confirming that the deficiencies are corrected by the established deadline.

Follow the steps in the section on **Home Modifications – Home Safety Inspections**.

Variance Process

If the Provider Agency believes items on the inspection checklist should be waived, or they disagree with any of the findings on the Inspection, the Provider Agency may submit a request for a variance by uploading the necessary supporting information and requesting a variance through the DAIL Housing Portal. DAIL Quality Management staff will review the information and determine whether the variance for the item is acceptable.

There may be multiple variance requests, and there may be a combination of variance approvals and denials.

There may be a combination of a home or functional assessment variance and home provider corrections needed. The variance request must be submitted, and a variance decision made first, in order to know if a home modification will be necessary for some deficiencies.

Housing Safety Inspection Variance

A request for a home safety variance **must** include:

- The specific standard(s) which is (are) the subject of the variance request;
- A detailed rationale for the request (e.g., “the basement doorway does not need to be widened because the basement is only used for storage and the individual moving into the home will not need to access the basement...”);
- A statement from the individual receiving DAIL-funded services and their guardian (if applicable) acknowledging and supporting the request for a variance; and

- Documentation that supports the rationale for the variance request and confirms that:
 - the proposed solution will otherwise meet the goal of the relevant accessibility standard; and
 - the proposed solution will not result in less protection of the health, safety and welfare of the individual receiving DAIL funded services.

A decision regarding the requested variance will be made by the appropriate DAIL Quality Management staff through the DAIL Housing Portal within thirty (30) calendar days of DAIL's receipt of the variance request.

If all of the deficiencies have been adequately addressed, the DAIL Quality Management staff will approve the variance request(s) in the DAIL Housing Portal, which will notify the Provider Agency that deficiencies identified during the inspection have been corrected and that the inspection is finalized.

If all of the deficiencies have **not** been adequately addressed and approved by a variance, the shared living provider is responsible for correcting the identified deficiencies and notifying the Provider Agency when the identified deficiencies have been corrected. (See section on **Deficiencies – Home Safety Inspection**)

Accessibility Inspection Variance

Upon receiving the accessibility inspection report, if there are areas of deficiencies which the Provider Agency feels should be waived, the Provider Agency will work with a licensed Physical Therapist (PT) or Occupational Therapist (OT) to perform a functional assessment of the individual and the individual's ability to maneuver and access all areas within the home; or the Provider Agency must upload into the DAIL Housing Portal a plan to address the deficiencies and monitor the progress in the same manner as described above .

The PT/OT will submit to the Provider Agency a signed report regarding the individual's functional assessment and accessibility in the home, along with a plan to address areas of deficiencies, if any. The Provider Agency will upload this report into the DAIL Housing Portal and request a variance through the portal **within thirty (30) calendar days** of the date of the accessibility inspection. The DAIL Quality Management staff will compare each deficiency identified by the Contractor, with the details in the PT's report, to determine if the deficiencies have been adequately addressed.

A request for a variance **must** include/indicate:

- The specific standard(s) which is (are) the subject of the variance request;
- A detailed rationale for the request (e.g., “the basement doorway does not need to be widened because the basement is only used for storage and the individual moving into the home will not need to access the basement...”);
- A statement from the individual receiving DAIL-funded services and their guardian (if applicable) acknowledging and supporting the request for a variance; and
- Documentation that supports the rationale for the variance request and confirms that:
 - the proposed solution will otherwise meet the goal of the relevant accessibility standard; and
 - the proposed solution will not result in less protection of the health, safety and welfare of the individual receiving DAIL –funded services.

A decision regarding the requested variance will be made by the appropriate DAIL Quality Management staff through the DAIL Housing portal within thirty (30) calendar days of DAIL’s receipt of the variance request.

If all of the deficiencies have been adequately addressed, DAIL Quality Management staff will approve the variance request(s) in the DAIL Housing Portal, which will notify the Provider Agency that deficiencies identified during the inspection have been corrected and that the inspection is finalized.

If all of the deficiencies have not been adequately addressed and approved by a variance, the shared living provider is responsible for correcting identified deficiencies and notifying the Provider Agency when the identified deficiencies have been corrected. (See section on **Deficiencies – Assessment Inspection**)

Crisis Situations

Emergency home placement of an individual may be made on a case-by-case basis. Crisis or emergency placements are defined as the **unexpected and imminent** homelessness of an individual that would put their health and safety in jeopardy due to no fault of their own. Approval of such emergency placements, without prior inspection of the home, may be granted only by the appropriate DAIL Quality Management staff, after a review of the individual circumstances and documentation of all efforts to complete the required inspections and place the individual in the home within standard timelines.

In the case of a crisis or emergency placement, the Provider Agency shall conduct a preliminary safety assessment, using the DAIL Pre-Inspection Housing Standards and Checklist, before the individual moves into the home. The Provider Agency will request an Emergency Placement through the DAIL Housing Portal, uploading the checklist, the fire safety plan for the home, and providing information about why the request is being

submitted. The Provider Agency must also notify the Contractor immediately that there has been a crisis or emergency placement and request a home safety and, if applicable, an accessibility inspection. The Contractor must complete the inspection within thirty (30) calendar days of the individual moving into the home.

The timeline for the correction of deficiencies, if any, is the same as for an initial safety inspection as outlined above. The 30-day timeline to correct the deficiencies will be strictly monitored and enforced when the individual receiving DAIL-funded services is already living in the home. If the deficiency is determined to be an immediate safety issue for the individual the Provider Agency will be required to move the individual into temporary respite or an alternative residence until the correction has been made.

Re-Inspections

Routine home safety inspections shall be conducted every five (5) years in homes originally inspected on or after July 1, 2011. The Provider Agency will have 90-days to get a new inspection successfully completed after the current inspection expires. Funding for the home may be held until a new inspection has been successfully completed and any deficiencies have been resolved, or if it is determined that there may be immediate safety issues for the individual the Provider Agency will be required to move the individual into temporary respite or an alternative residence until the home inspection has been successfully completed.

Home safety inspections completed prior to July 1, 2011 are not required to have a five (5) year reinspection. However, if a new individual moves into the home or the home has significant alternations completed, a new home safety inspection will be required.

In homes where accessibility inspections are required for an individual's needs, the Accessibility inspections are required to be conducted every five (5) years in conjunction with the home safety inspection.

A new inspection will be conducted when there have been significant alterations to the home since the previous inspection that may impact the safety of the individual living in the home, or if the DAIL Quality Management staff or the Provider Agency feels there are safety concerns in the home following a DAIL Quality Services Review and/or home visit.

Inspection Report – Accessibility and Home Safety

The Contractor will conduct the inspection using the inspection checklist form provided in the DAIL Housing Portal. The Contractor will enter the inspection information into the DAIL Housing Portal within 30 calendar days of the inspection. Within one (1) business

day of receiving notice through the portal that the inspection has been entered into the DAIL Housing Portal, the Provider Agency will print a copy of the inspection, send it to the shared living provider, confirm that the shared living provider has received it, and will put a copy of the approved inspection in the participant's file. The file copy is required as part of the DAIL quality management review.

Sharing A Home Provider

More than one Provider Agency may use the same shared living provider at the same location, by following the process below.

If the home provider location has an individual currently living in the home who is being served by another Provider Agency, the requesting Provider Agency will request to share the location through the DAIL Housing Portal. The originating, or current Provider Agency will discuss the possible new placement with the requesting Provider Agency, legal guardian, and any other necessary individuals, and if all parties are in agreement, will approve the Shared Location request. The requesting Provider Agency will then send the request to share the location to the DAIL Quality Management staff through the DAIL Housing Portal. Documentation of the approvals (either a written note, copies of the e-mails, etc.) must be uploaded into the DAIL Housing Portal with this request. The DAIL Quality Management staff will review the information and if everything is in order will approve in the DAIL Housing portal that the location to be shared. The requesting Provider Agency will update the DAIL Housing Portal and take any further steps necessary for that placement.

If the shared living provider location is contracted by another Provider Agency but is currently vacant, the requesting Provider Agency will need to contact the originating Provider Agency to notify them of the intent to use the location and will contact DAIL with this information, who will take the necessary action to make the location available to the requesting Provider Agency.

Participant's Location

The Provider Agency is responsible for overseeing the location of all participants in their agency who are in DAIL programs and are living in shared living homes. It is the responsibility of the Provider Agency to ensure that all participant locations are kept updated in the DAIL Housing Portal, and that all homes have an approved home safety inspection.

If an individual moves to a different location, it is the responsibility of the Provider Agency to ensure that that the required inspection(s) for the new home have been successfully completed, and the information is updated in the Housing portal **within 10 working days** of the move.

Certificate of Occupancy

If a shared living provider home does not require an onsite inspection by the DAIL Contractor based on circumstances described in Section I, (primarily for homes inspected by the Division of Fire Safety, the Vermont Department of Labor and Industry, the Vermont State Housing Authority or a local housing authority), the home must have a Certificate of Occupancy (COA) ensuring the basic safety of the home. The Provider Agency will enter the information into the DAIL Housing Portal and upload a copy of the COA into the Portal, along with a copy of the fire escape plan (see below). The DAIL Quality Management staff will review the COA and fire escape plan, and if everything is in order, will approve it as the required inspection for the home.

If the COA or fire escape plan is not acceptable, DAIL will notify the Provider Agency and work with them to obtain the necessary information.

If the individual living in the home has a mobility issue, the Provider Agency must follow the steps described in the **Accessibility Assessment (Inspection)** section above.

Appeals

If an individual receiving DAIL-funded services or the individual's representative, disagrees with a decision made by the DAIL Quality Management staff regarding housing safety and accessibility relative to the inspected residence, the individual or their representative may request a Commissioner's Hearing. At the Commissioner's Hearing, the individual or their representative may present any evidence they wish the Commissioner to consider before the Commissioner makes a final decision regarding the housing safety or accessibility issue relative to the inspected residence. To appeal to the Commissioner, the individual receiving DAIL-funded services, or their representative, must contact the DAIL Legal Unit within 30 days of the date of decision issued by the DAIL Quality Management staff. An appeal may be requested by calling (802) 241-0353 or writing to:

Commissioner's Office
Department of Disabilities, Aging and Independent Living
Legal Unit
280 State Drive, HC 2 South
Waterbury, VT 05671-2020

The Commissioner's decision will be forwarded to the individual or their representative according to DAIL protocol.

Training

The Provider Agency staff who access, or enter information into, the DAIL Housing Portal will be expected to attend trainings provided by DAIL and will be expected to know the most current guidelines and procedures.

It is the responsibility of the Provider Agency to ensure that all Provider Agency staff using the DAIL Housing Portal have completed the proper training and are aware of the most current guidelines and procedures. Provider Agencies will retain documentation of staff trained in the DAIL Housing Portal which will be available to DAIL upon request.

Glossary

Contractor: The entity in which the State contracts to perform the housing inspections.

DAIL Housing Portal or Portal: DAIL implemented a new safety and accessibility inspection portal in February 2019 which houses information on all of the Shared Living Providers, Participants, and Inspections for DAIL's federally funded programs.

Deficiency: An item on the inspection that does not meet the acceptable standards for the home.

Inspection or Assessment: The term Assessment and Inspection are used interchangeably. The DAIL contracted Housing Safety and Accessibility Contractor completes an inspection of the home to ensure it meets all the safety requirements or the Americans with Disabilities Act (ADA) standards. The inspections are called 'Assessments' in the DAIL Housing Portal.

Participant: An individual who is receiving DAIL federally funded services.

Provider Agency: The agency who provides/oversees the services for an individual receiving services through one of the DAIL federally funded programs that include shared living providers. These agencies are also known as Designated Agency, Specialized Services Agency, Brain Injury (TBI) Provider Agency, or Adult Family Care (AFC) Authorized Agent.

Shared Living Provider: An individual who has an agreement with a Provider Agency to share their home with a participant receiving DAIL federally funded services. A Shared Living provider is also known as the Home Provider.

State: The Department of Disabilities, Aging, and Independent Living (DAIL). DAIL includes the Developmental Disabilities Services Division (DDSD) and the Adult Services Division (ASD), and its federally funded programs that include shared living providers.