

VERMONT

**Housing
Safety and Accessibility Inspection
Process**

Addendum to Protocol
February 5, 2019



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The Department of Disabilities, Aging and Independent Living (DAIL) implemented a new safety and accessibility inspection database in February 2019. This addendum to the Vermont Housing Safety and Accessibility Inspection Process Protocol, November 1, 2018, is effective as of the database implementation date of February 5, 2019.

Housing Safety and Accessibility Inspection Process Protocol, November 1, 2018

Wherever the Protocol indicates a copy will be given, sent, or e-mailed (except the copy sent to the home provider under “Inspection Report” and the Shared Location protocol below), it is to be replaced with appropriate verbiage indicating ‘upload into the safety and accessibility housing database.’

IV: Accessibility Inspections, paragraphs 7 & 8, is changed as follows:

Upon receiving the Accessibility Inspection report, the Provider Agency will review the report and if there are no deficiencies, the report is final and accepted in the housing safety database.

If there are deficiencies in the Accessibility Inspection Report

- The Provider Agency will direct a licensed PT to perform a functional assessment of the individual and the individual’s ability to maneuver and access all areas within the home, specifically in terms of the identified areas with deficiencies.
- The PT 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.
- The Provider Agency will upload this report and plan into the housing database within thirty (30) days of the date of the accessibility inspection.
- The DAIL Quality Management staff will compare each deficiency identified by the Housing Contractor, with the details in the PT’s report, to determine if the deficiencies have been adequately addressed.
- If all of the deficiencies have been adequately addressed, DAIL staff will approve the Accessibility inspection. If all of the deficiencies have not been adequately addressed, DAIL staff will indicate this in the housing database, which will notify the Provider Agency of the need for further information or home modifications.

Additions:

VII. Shared Location

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:

- The additional requesting Provider Agency has searched the housing safety and accessibility inspection database (database) and found the location to be currently in use by another Provider Agency.
- They will contact DAIL with the location, and DAIL will provide the requesting Provider Agency with the originating Provider Agency associated with that location.
- The additional Provider Agency will contact the originating Provider Agency to discuss the placement of an additional individual at that location. If both agencies agree that the additional placement is appropriate, the legal guardians for the individuals must be notified and their approval requested.
- If all parties involved are in agreement with the additional placement, an e-mail will be sent to the DAIL Quality Management Team Leader or the DAIL Quality and Provider Relations Program Director (whichever is appropriate) with all parties involved copied on the e-mail, that provides the location, agencies involved, the names of the individuals, and a short summary of the agreement.
- The staff at DAIL will review this information, and if everything is in order, will upload the e-mail into the database and grant access to the inspection information to the additional Provider Agency.
- The additional Provider Agency will then update the database with the necessary information.

If the home provider location is currently vacant:

- The additional requesting Provider Agency has searched the housing safety and accessibility inspection database (database) and found the location to be currently in use by another Provider Agency.
- They will contact DAIL with the location, and DAIL will provide the requesting Provider Agency with the originating Provider Agency associated with that location.
- The additional requesting Provider Agency will contact the originating Provider Agency to notify them of the intent to use the location, and will send an e-mail to the DAIL Quality Management Team Leader or the DAIL Quality and Provider Relations Program Director (whichever is appropriate) with the originating agency copied on the e-mail, giving the location, agencies involved, and a short note about using the inactive home.
- The staff at DAIL will review the information, and if everything is in order, will upload the e-mail into the database and grant access to the inspection information to the additional Provider Agency.
- The additional Provider Agency will then update the database with the necessary information.

VIII. Participant Location

When an individual moves to a different location, it will be the responsibility of the Provider Agency to update this information in the housing safety and accessibility inspection database within 10 working days.

IX. 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 will have a Certificate of Occupancy (COA) ensuring the basic safety of the home. The service coordinator from the Provider Agency will initiate a new case in the housing safety and accessibility inspection database and upload a copy of the COA in the database, along with a copy of the fire escape plan (See below). DAIL Quality Staff will review the COA and fire escape plan, and if everything is in order, will approve it in place of an inspection by DAIL.

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

X. Fire Escape Plans

The Service Coordinator for the Provider Agency will obtain a copy of the fire escape plan for a shared living provider home as part of the preliminary walk through inspection of the home. The Service Coordinator will upload the fire escape plan to the Housing Database when entering information to initiate a new case.

When a Certificate of Occupancy is required (See Certification of Occupancy above), the Service Coordinator from the Provider Agency will obtain a copy of the fire escape plan and upload it into the system for that location. DAIL staff will review the fire escape plan, and if everything is in order, will approve the plan for these cases.