

Clark County Board of Mental Retardation and Developmental Disabilities

Policy:	Waiting List	Application:	Program-wide
Procedure:	Housing: Non-Profit Contracts for Adults	Application	Path Coordination
Procedure Revised:	7/03, 6/06, 4/09 6/09	CARF Ref:	
		Accred. Ref:	R-1

Definitions

Housing Non Profit: A not for profit corporation under contract with Clark County Board of MR/DD to provide affordable housing for recipients who are eligible for County Board of MRDD services. The Housing Non Profit Contract(s) has two waiting list priorities to meet the needs for individual's who require either handicap accessible housing or non-handicap housing.

Eligible Tenant: Is an eligible resident (18 year and older) of Clark County coordination services who

- (a) agrees to receive path coordination services
- (b) has service and support funding attached to them which is sufficient to ensure their health and safety that will enable them to live in the community
- (c) can afford to live in the property based on their personal income or with financial assistance through resources other than those of the County Board. These resources may include, but are not limited to: HUD Subsidy, a roommate, etc.

Date of Request: Day, Date and time when an eligible tenant requests Housing Connection property services

Date of Service: Date when an eligible tenant is offered a Housing Connection service due to availability of housing and funding.

Emergency: If there is a housing unit available, an individual can be added to the emergency category for residential placement, which usually occurs immediately, but no later than thirty (30) days due to:

- (a) Loss of present residence for any reason, including legal action. A person will be placed on the emergency waiting list only in those circumstances in which there are not available funding/service alternatives in the county. Possible alternatives may include, but not be limited to: the individual maximizing use of their funds, natural supports, temporary emergency services (Interfaith Hospitality Network, Project Women, nursing home respite, institutional respite, or ICF/MR placement, etc.).

NOTE: Individuals receiving Martin waivers for whom housing is being purchased or built using Martin Capital Assistance funding fall outside the realm of this wait list procedure.

Priority I: The individual currently receives waiver supports and is outside of their DDP range, or in jeopardy of losing his/her residence within a thirty (30) to ninety (90) day period.

- (a) An individual with need of a house with handicap modifications.
- (b) An individual with need of a house without handicap modifications.

Priority II: The individual currently receives Supported Living, Individual Options Waiver or other finances including personal resources, and/or other type of Waiver funding (as long as funding level is sufficient to ensure health and welfare), who would accept the requested service offered within one (1) year and meet one of following categories:

- (a) An individual with need of a house with handicap modifications.
- (b) An individual with need of a house without handicap modifications.

Active: The individual currently does not have funding available to support their needs in the community. The individual's name will be kept on the active category. If funding were to become available to the individual, the individual, guardian or QMRP may notify the Waiting List (WL) designee directly of the change and request that the individual be changed to the priority category. In all cases, except the QMRP, the Path Coordinator shall confirm that the WL designee has received the appropriate information. A written request with the original date and time of the request will be needed, and will be maintained for one of the following:

- a) Handicap accessible housing for individuals who have a physical condition which would require the home modifications, ie: wheel chair ramps, walk-in shower, wide doorways, etc.
- b) Housing for individuals who have no physical condition and would not require home modifications.

Service Substitution: The individual currently resides in a Housing Connection home, but would like to move to another Housing Connection home in one of the two categories:

- a) Handicap accessible home for individual who have a physical condition which would require home modifications, ie: wheel chair ramps, walk-in shower, wide doorways, etc.
- b) Home for individuals who have no physical condition and would not require home modifications.

Procedure:

Placement:

- a) At any time, an individual who is eligible for MR/DD services may request housing from the Housing Connection of Clark County, Inc.
- b) The waiting list shall be kept by the Community Living Services Director/Designee. The date and time of request shall be recorded.
- c) The waiting list shall be divided into the categories of emergency, priority, active, service substitution, and long term planning registry.
- d) When a request for services is received, the Director/Designee shall determine the appropriate category of placement on the Housing Connection Waiting list based on the above definitions.
- e) At the time the individual is placed on the Housing Connection waiting list, he/she will be notified of such by the clerical staff and documentation will be kept.

Service Notification:

- a) Individuals shall be served by service category, then by date and time of request for services.
- b) Each service category may establish necessary and appropriate waiting list for each separate and distinct service offered within that category.
- c) The order of service categories will be emergency, priority I, priority II , service substitution and active; provided that there is not a remaining resident who decides roommate choice.
- d) Annually, no later than November of each year, the Director designee shall canvas those individuals on service substitution and active categories for their interest in moving in the next year. Those individuals expressing an interest in moving within the year will be moved to the Priority II category. At any time during the year, an individual on the active/service substitution list can notify the Director/designee of their interest to pursue a new home within the next year and be moved to the Priority II category.

- e) When there is a vacancy in a home, the remaining resident(s) will have opportunity for roommate choice, as long as there is no one on the emergency category waiting list.
- f) If an individual is in the emergency category, the remaining tenant (s) will be asked to consider the person who is an emergency and determine whether it can be a compatible situation. If it is determined that the person who is an emergency is not a compatible choice, then the remaining tenant (s) can continue the roommate selection process.
- g) If the tenant (or tenants) knows who they would prefer as a roommate, they may choose that roommate.
- h) If there is no pre-existing preference, a list of individual's names on the housing waiting list, by priority category, will be provided to the resident(s) and they will be given the opportunity to choose from those individuals.
- i) If there is not a preference selection made within ninety (90) days, the County will continue to pay the vacancy rent as long as the remaining tenant (s) continues to consider eligible individuals whom the County Board has referred. Note however, after 120 days, if efforts to find a compatible roommate are not successful, the remaining tenant (s) will either be responsible for the full rent or be asked to seek a more affordable setting.
- j) Whenever an individual's name is moved from one service category or another, the individual will be notified in writing of this change.
- k) Whenever Housing Connection acquires a new property, the Director/Designee shall offer the openings to individuals in emergency and priority categories and tenant teams shall be developed based on individual's preferences and assessed compatibilities. If only a partial tenant team is identified, the Director/designee shall continue the process using steps beginning with Section (e).

Re-Assessment:

- (a) Annually the County Board shall reassess the individual service needs, and inform the individual, individual's guardian, or family member, as appropriate, of the individual's current position on the waiting list(s), service substitution list or long term planning registry and of any feasible community alternatives. The notice shall include information relating to the right to due process. As part of this annual assessment all individuals who have declined services shall be contacted and asked if they wish to be considered for services this year.
- (b) When an individual on the Long-Term Planning Registry requests to be placed on the waiting list, the county board shall reassess the individual, and place the individual in the appropriate category with the new date and time of request.

Removal:

- (a) An individual's name shall be removed from the waiting list if the individual receives the desired service, the individual or guardian requests in writing for the person's name to be removed, the individual is no longer eligible for services, the individual moves out of Clark County, or the individual is deceased.
- (b) Except in the case of death, the individual will be notified in writing of their removal from the waiting list and of their appeal rights. A copy of the Administrative Resolution of Complaints will be available to any individual and/or guardian who choose to appeal a decision regarding placement.
- (c) Quarterly an updated waiting list will be sent to the Compliance Department.

- (d) Any changes in the Waiting List Policy or Procedure will be published in a County Board publication such as the Paxson Press or the TAC Journal, notifying individuals and their families of such changes.

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Reviewed by Management Team on 6/11/09

Attending: Halpin, Eichelberger, Wright, Shankar, Anderson, Brandstetter, Rousculp, Clayton