




STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF INTELLECTUAL DISABILITIES SERVICES
ANDREW JACKSON BUILDING, 15TH FLOOR
500 DEADERICK STREET
NASHVILLE, TN 37243

MEMORANDUM

MEMO # 0116

DATE: September 4, 2009

TO: C.J. McMorran
John Craven
Kathleen Clinton

FROM: Stephen H. Norris, Deputy Commissioner 

SUBJECT: Revised Residential Protocols; Resources for Transition to Shared Residential Services

Attached are revised protocols for Supported Living, Residential Habilitation, and Medical Residential Services. Please implement these revised protocols immediately. The companion protocol checklists will be distributed as soon as they have been updated.

The following summarizes the primary revisions in the protocols; however, it is important for your plans review staff to be familiar with the revised protocols which provide more complete information and guidance.

1. Previous protocols have permitted temporary approval for continuation of residential services for a service recipient **who did not meet the criteria for a 1-person home** if the service recipient was already living in a 1-person home but had not yet found additional housemates or alternative shared living arrangements. After the initial temporary approval, the protocols previously allowed an additional 6-month extension for those service recipients, such that the maximum period for the temporary approval would not exceed 12 months.

The 12-month maximum approval periods will soon be reached for a number of service recipients who have not yet arranged for other housemates. In other cases, only one 6-month extension has been granted. Since more time is needed to facilitate this process and because we want to ensure prompt identification and resolution of any barriers to timely transition, the protocols have been revised. Thus, for those service recipients in 1-person homes who reach the expiration of the prior extension period (either 6 or 12 months) without having arranged for housemates or found alternative shared living arrangements, the protocols have been revised to allow one final 6-month transition period. Everyone will have *only* one final 6-month period to transition (regardless of whether one or two 6-month extensions have already been granted). When continuation of residential services in a 1-person home is requested for the final 6-month transition period, the residential provider must submit a **transition plan**, which identifies how the service recipient will be transitioned to shared residential services and any barriers to such a transition. The residential provider must submit this transition plan to the Independent Support Coordinator (ISC) so that it can be included with the ISC's request for continuation of residential services in the ISP annual update. During this final 6-month transition, providers and Independent Support Coordinators will be expected to actively work with service recipients to overcome any identified barriers so that the service recipients will have other housemates or be transitioned to alternative shared living services **before the end of the final 6-month transition period.**

2. Previous protocols have permitted residential services to be temporarily approved and re-approved for service recipients in **2-person or 3-person homes**, as applicable, such that the maximum period for the temporary approval would not exceed 12 months. The protocols have been revised to permit continued approval for shared residential services in such 2-person or 3-person homes. Please note, however, that there are still restrictions on transfers.

The Regional Offices can provide guidance in overcoming barriers identified in the residential provider's transition plan that may be preventing the service recipient from arranging other housemates or from transitioning to alternative shared residential services. To assist providers and service recipients in this transition process, the Division of Intellectual Disabilities Services strongly encourages use of the Tennessee **Roommates** database which is available for providers, service recipients, and family members to use in locating housemates. The **Roommates** database is a safe web site which does not include the service recipient's name, address, and phone number. This database can be accessed at one of the following web sites:

www.thearcink.org/ or www.tn.gov/dids/

If you have questions about using the **Roommates** database, you may contact Barbara DeBerry, Director of Residential Services, by telephone at (615) 253-6888 or by email at Barbara.DeBerry@tn.gov. In addition, Thomas O'Brien, Director of Complaint Resolution, is available to work with service recipients and providers to encourage and facilitate the transition of the service recipient to shared residential services. He may be contacted by telephone at (615) 253-5715 or by email at Thomas.O'Brien@tn.gov.

Please distribute this memo to your staff, to Independent Support Coordinators, and to residential and other waiver service providers.

Attachments (3)

SHN: wlm

Cc: Thomas O'Brien, Director of Complaint Resolution
Barbara DeBerry, Director of Residential Services