



EXTENDED FAMILY HOME MANUAL



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MISSION OF ABLED, INC.

Serving Jesus Christ by enabling developmentally disabled individuals to creatively explore and live full meaningful lives in their communities.

PRINCIPLES

ABLED, Inc. will promote quality by focusing on customer satisfaction, employee involvement, teamwork, communication, and continuous improvement.

To fulfill its mission, ABLED, Inc. believes:

- Every person was created with value and purpose.
- Every person should be treated with dignity and respect.
- Every person can grow and learn through community experiences.
- Every person should enjoy life, liberty, and the pursuit of happiness.
- Every person has the right to be the primary decision maker in his/her life and carries the responsibility for the direction it takes.
- Every person is protected by the full weight of the constitution and its amendments.

PHILOSOPHY

In keeping with the mission and principles of ABLED, Inc., the extended family home model is a residential service alternative. A person with an intellectual disability may choose to further their independence and community involvement while experiencing life in a more natural setting.



I. Referral Process

A. Initiation.

DHHS initiates the process by issuing a referral for Extended Family Home services to ABLED, Inc. Other agencies may receive the same referral.

1. ABLED, Inc. reviews all available information on the participant's history contained in the referral.
2. ABLED, Inc. may contact the service coordinator and/or the guardian to learn more about the participant.
3. The referral should include description of funding for the placement. ABLED, Inc. will ask DHHS should the funding level be absent.
4. ABLED, Inc. will make an initial determination of whether or not the referred person can be served with an Extended Family Home placement.
5. ABLED, Inc. will match the participant with potential EFH service providers. The participant and/or the guardian may conduct multiple interviews with potential providers.
 - a. The participant's service coordinator may be present at the interview.
 - b. The participant should tour the home and neighborhood of the potential EFH provider. Visits increase the probability of a long-term successful placement. These visits continue until all parties are satisfied with the planned placement. There is no payment available for the potential Extended Family Home provider during these initial visits.
6. ABLED, Inc. will accept the referral once the participant/guardian select their EFH service provider.
7. DHHS will arrange an intake meeting to initiate EFH services.
8. Both Service Coordination and ABLED Operations staff conduct walk-thru's of the home prior to the move in date.



II. Recruitment of Extended Family Home Providers

- A. Extended family home providers may be recruited through any commercially reasonable means. ABLED relies heavily on word or mouth.
- B. Prior to beginning services, the EFH provider must:
 - 1. Complete and submit an application.
 - 2. Complete and submit authorizations for all background checks for anyone 13 years old and older who will be living in the home.
 - 3. Interview with ABLED.
 - 4. Complete all required certifications including CPR/First Aid and med aide if administering medications.
 - 5. Complete ABLED Orientation Training.
 - 6. Provide ABLED with documentation
 - a. Social Security Card
 - b. Proof Of Insurance
 - c. Drivers License
 - d. Bank Information for direct deposit
- C. ABLED will conduct the Employment Eligibility Verification on the EFH provider within 3 days of starting employment. The EFH provider must complete the Form I-9.



III. Agreement with the Provider for Services

A. Financial

Payment for Extended Family Home care is on a daily basis as agreed upon in the Subcontractor Agreement. The ABLED, Inc. will review the Notice Of Costs with the participant and/or the guardian at the intake meeting. ABLED considers the room and board agreement to be between the EFH provider and the participant/guardian. ABLED may advise as to what is customary and reasonable while ensuring the participant has funds available for personal spending.

1. Room and board payments are paid to the Extended Family Home provider by the participant at the beginning of the service month. If ABLED, Inc. is payee for the participant, ABLED issues payments for room and board to the EFH provider.
2. ABLED, Inc. pays the Extended Family Home provider for services as agreed to in their Subcontractor Agreement. Pay is determined by the level of funding assigned to the participant.

B. Respite Care

It is the EFH provider's responsibility to obtain their own respite care or support personnel. The dollar amount paid is determined by the Extended Family Home provider and the support personnel.

C. Medical and Dental Care

The Extended Family Home provider is not responsible for any of the medical or dental costs of the participant placed in their home. The Extended Family Home provider is responsible for transporting the participant to and from the doctor and completing the necessary paperwork. Medical planning should be discussed at the Individual Support Plan team meeting prior to placement.

D. Emergency Medical Care

In case of emergency, the Extended Family Home provider must use their best judgment in obtaining medical care. ABLED, Inc. and the participant's Service Coordinator must be notified as soon as possible of this action by the Extended Family Home provider. Contact ABLED's RN for medical questions. Call 911 as necessary. All emergency visits must be documented in a General Event Report.



E. Consents/Authorizations

Extended Family Home providers are not the legal guardians of the participant and cannot sign consent or authorization forms of any type.

F. Contract

A contractual agreement exists between the Extended Family Home provider and ABLED, Inc. The terms and requirements of this contract must be reviewed, signed, and dated by the Extended Family Home provider and ABLED, Inc. prior to the contract's initiation. All contracts terminate June 30th each year and renewed contracts must be executed.



IV. Roles and Responsibilities

A. Provider

An EFH provider cannot have more than three participants with intellectual disabilities, owned or leased by the subcontractor providing supports.

1. Provide a stimulating setting for greater independence, decision-making, and community involvement.
2. Alert the Service Coordinator and ABLED, Inc. representative to all health problems and injuries.
3. Inform the EVP Operations of changes in sleeping arrangements, address, problems, out-of-town plans, household composition, health problems, or anything that affects their ability to provide care.
4. Respect the participant's religious preferences.
5. Participate as a member of the Individual Support Plan/Individual Educational Planning Team (ISP/IEP) and complete, or assist in completing, all necessary documents for the ISP process.
6. Attend all training required to meet applicable state regulations or as deemed necessary by the interdisciplinary teams.
7. Maintain programming, financial and medical records as outlined by ABLED, Inc. policies and procedures manuals.
8. Provide transportation as required to meet participant's needs.
9. Inform EVP Operations about leave or hospital days used by the participant.
10. Submit requested information in a timely manner.
11. Ensure positive and frequent communication with the EVP Operations including occasional scheduled visits.

B. Natural parents/guardians

1. Stay involved with the participant, EFH provider, and the Service Coordinator to develop a written plan that will be in the best interests of the participant.
2. Be responsible for medical and dental costs, as applicable.
3. Sign necessary consent forms/authorizations for their family member.
4. Participate as a member of the ISP/IEP team.
5. Support the participant and provider in learning/teaching new skills.
6. Provide the Service Coordinator and provider with pertinent information about the participant.



C. EVP Operations

1. Act as a professional advocate for the EFH provider by providing on-going assistance and support.
2. Provide training.
3. Provide on-going monitoring of the placement, including scheduled visits to the EFH provider's home.
4. Participate as a member of the ISP team at the time of the placement and thereafter as requested or as need indicates.
5. Ensure that terms and provisions of the contract are met.

D. Service Coordinator

1. Act as a professional advocate for the participant in Extended Family Home.
2. Act as the liaison between the natural family and provider.
3. Participate as a member of the ISP/IEP team.

E. Participant

1. Take part in the routine of the household.
2. Participate in their habilitative training programs as outlined in their Individual Support Plan (ISP).