Delaware Health & Social Services
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
Community Services/Adult Special Populations

Title: **Recruitment and Renewal of Shared Living/Respite Care Providers**

Approved By: Marianne Smith
Division Director

Revised By: **DDDS Policy and Records Committee**

Date of Current Review/Revision: **June 2007** **Date of Origin:** **May 1977**

**** Replaces policy entitled Recruitment and Approval Process of Foster/Respite Care Applicants, dated February 2004**

I. PURPOSE

To establish guidelines for recruitment, approval and renewal of Shared Living Providers (SLP) and Respite Providers.

II. POLICY

Applicants successfully complete all required training, background checks and satisfy all requirements as set forth by the Division of Developmental Disabilities Services (DDDS) and the Division of Long Term Care Resident Protection (DLTCRP) prior to being approved as a Shared Living or Respite Provider. Shared Living Providers & SL Respite Providers shall maintain compliance with DDDS Shared Living Standards and DLTCRP licensure requirements, as a condition of renewal.

III. APPLICATION

Regional Shared Living Coordinator/Designee
DDDS Case Managers
Shared Living Provider Applicants, Shared Living Providers (to include Respite)

IV. DEFINITIONS

A. Difficulty of Care/ICAP money: Money associated with a person's individualized support needs, separate from the established room and board rate. Difficulty of Care money is being replaced with money based on the ICAP (Inventory for Client and Agency Planning) assessment for all individuals who enter the shared living program and those who move to a new residence.
B. Drug Screening: Drug screening shall minimally test for the presence of the following illegal drugs: 1) marijuana/cannabis; 2) cocaine; 3) opiates; 4) Phencyclidine (PCP); and 5) Amphetamines.
C. Shared Living: A residential facility that provides shelter and food to more than one person who:
   a. because of their physical and/or mental condition require a level of care and services suitable to their needs to contribute to their health, comfort, and welfare; and

IV. DEFINTIONS (*continued*)

b. who are not related within the second degree of consanguinity to the controlling person or persons of the facility.

The facilities to be licensed pursuant to Title 16, Chapter 11 include but are not limited to the following: nursing facilities (commonly referred to as nursing homes); assisted living facilities; intermediate care facilities for persons with mental retardation, neighborhood group homes; family care homes; and rest residential facilities.

D. Shared Living Applicant Review Panel: The DDDS Director of Residential Development or his/her designee, a Shared Living Coordinator (chair of the panel) and the Regional Program Director or his/her designee within the respective county in which the S.L. applicant resides. The panel is charged with reviewing the application related information presented by the Shared Living Coordinator, interviewing the Shared Living Provider applicant and determining whether to accept or not accept the application.

E. Respite: A scheduled time of relief for families caring for an individual with a developmental disability. Respite has a starting and ending date.

V. STANDARDS

A. Recruitment shall be an ongoing activity that may include, but is not limited to:
   1. Media advertisement;
   2. Community education and awareness presentations;
   3. Development and dissemination of information booklets, etc.

B. A provider who supports more than one (1) adult individual shall meet the requirements of the Division of Long Term Care Resident Protection, in addition to meeting the contractual requirements of DDDS. Providers shall be licensed by DLTCRP as required by Delaware law.

C. Prior to approving an applicant as a provider, the Shared Living Coordinator shall ensure that they:
   1. Comply with DDDS program standards;
   2. Complete or supply the following information:
      a) Shared Living/Respite Application;
      b) Signed Authorization for Release of Information Form;
      c) Tuberculosis test results for members of the provider's household who are 18 years or older;
      d) Attendance and successful completion of Provider Training Program;
      e) State Criminal Background Checks on applicant, spouse/domestic partner residing in the home;
      f) Drug screening results for the applicant;
      g) Adult Abuse Registry Check completed for all members of the household who have reached their 18th birthday;
      h) Child Protection Registry Check for all members of the household who have reached their 18th birthday;

V. STANDARDS (*continued*)

i) Credit report from either Experian, TransUnion or Equifax which is current within 365 days.

D. Criminal Background reports shall be reviewed in accordance with the standards setforth by Division of Long Term Care Residents Protection (DLTCRP) Criminal Background Check Unit Disqualifying Crimes Conviction/Time Parameters.

E. The Shared Living Coordinator/Designee shall coordinate the Provider Training Program for prospective providers. The training program shall include but not be limited to the following courses:

1. Orientation & Training
2. Dietary Awareness
3. New Visions I
4. New Visions II
5. Home Fire Safety
6. Health Awareness
7. Infection Control
8. Assistance with Medications
9. CPR/Adult Heart Saver
10. First Aid
11. Positive Behavior Supports
12. Case Management/Record-keeping
13. Wrap-Up (to also include a review of program standards and Shared Living Mutual Agreement)

F. The Shared Living Coordinator/Designee shall conduct a home investigation to be documented on the Home Investigation Report.

G. The Shared Living Coordinator shall assist the applicant to complete a standard suspension request of the DDDS Shared Living Standards, as appropriate. DDDS shall not grant requests for deviations from the Rest Family Care Home license, rather the applicant shall be referred to the Division of Long Term Care Resident Protection (DLTCRP).

H. A panel consisting of the Director of Residential Development or his/her designee, the Regional Shared Living Coordinator (chair) and the Regional Program Director or his/her designee, of the county in which the applicant lives, shall convene to review the application, training information, the home investigation and all background checks, credit report and reference information.

I. The panel shall interview the Shared Living provider applicant following a structured process that is developed by the Shared Living Unit.

J. Based on the information learned in the aforementioned items (standards G and H), the panel shall determine whether or not to enter into a contractual agreement with the applicant.

V. STANDARDS (*continued*)

K. The Shared Living Coordinator (SLC) shall offer an approved Shared Living Provider the opportunity to sign a DDDS respite/ELA contract.

L. The Shared Living Coordinator /Designee shall maintain all provider files.

M. A copy of all correspondence sent to providers relative to negative performance shall be forwarded to the Regional Shared Living Coordinator.

N. Additional training of the Shared Living Provider shall be required if necessary to support individuals with more complex behavioral, psychiatric and/or physical needs. This determination shall be identified by the ID team.

O. The following training shall minimally be required of Shared Living Providers/Respite providers as a contingency to contract renewal:
   a. Recertification of Assistance with Medication;
   b. Maintain current CPR certification; as certified by either the American Red Cross, the American Heart Association or the National Safety Council;
   c. annual rights review training (part of New Visions I during application process);
   d. six (6) hours of approved training per contract year, in addition to the required certification(s); and
   e. First Aid re-certification as required by the accrediting body

P. Shared Living/Respite/Provider training shall be tracked by the Training and Professional Development (TAPD) Department.

VI. PROCEDURES

Recruitment & Approval of Shared Living Applicants

Responsibility	Action
Regional Shared Living Coordinator/Designee	1. Develops and implements recruitment activities.
	2. Responds to all inquiries about the Shared Living/Respite programs.
	3. Maintains monthly recruitment log of inquiries received about the Shared Living/Respite programs.
	4. Forwards the aforementioned information to the Director of Residential Development, on a monthly basis.
	5. Disseminates Information Booklet, Application and Authorization to Release Information Form to interested individuals.
	6. Reviews all Shared Living/Respite Applications received to ensure completeness.

VI. PROCEDURES (*continued*)

Recruitment & Approval of Shared Living Applicants

Responsibility	Action
	7. Follow-up with the applicant(s) to coordinate activities necessary to complete the application.
	8. Coordinates applicant attendance at all required orientation and training classes.
	9. Reviews provider applicant qualifications and ensures compliance with Shared Living/Respite program standards via home investigation, State Criminal Background Check, Drug Screening, Adult Abuse Check, Child Protection Registry Check, references (employment and personal), TB screening, etc. 10. Ensures that provider applicant provides a credit report, current within 365 days, from TransUnion, Experian or Equifax. Assists the applicant, as needed, to secure a free credit report at: (https://www.annualcreditreport.com/cra/index.jsp).
	11. Assists the Shared Living Provider applicant to complete a Standard Suspension request, as warranted.

Review Procedure for Disposition of Application

Regional Shared Living Coordinator/Designee	1. Compiles Shared Living/Respite Application, Home Investigation, verification of completed required training, outcome of drug screening(s), criminal background checks(s), Adult Abuse Registry checks(s), Child Protection registry checks(s), credit report and personal reference interviews/statements.
Shared Living Unit Supervisor	2. Assembles the Shared Living Applicant Review Panel to review the aforementioned documents, interview the applicant and make a determination relative to the Shared Living application.

VI. PROCEDURES (*continued*)

On-Going Monitoring of Shared Living/Respite Provider

Responsibility	Action
Regional Shared Living Coordinator/Designee	1. Completes Standards Compliance Checklist on an annual basis, prior to contract renewal.
	2. Completes Compliance Plan, as warranted, and forwards to the respective Regional Program Director. Maintains one copy and provides one copy to the Shared Living Provider.
Regional Program Director	3. Disseminates the Compliance Plan accordingly for the purpose of coordinating corrective action(s).
Regional Shared Living Coordinator/Designee	4. Monitors status of Compliance Plan prior to target date for completion.
Shared Living/Respite Supervisor	5. Sends SLP written notice that advises him/her: 1) that Difficulty of Care/ICAP money will be withheld (and not reimbursed) until the pay cycle following compliance with the plan.
Regional Shared Living Coordinator/Designee	6. Forwards training documentation (preferably the sign-in roster) to TAPD Administrative Assistant.
TAPD Administrative Assistant/Designee	7. Enters training information into applicable data base.
	8. Compiles and distributes quarterly provider training report to the Regional Shared Living Coordinator.
	9. If training report indicates non-compliance, repeat step #2-4..
DDDS Case Manager	10. Notifies the Regional Shared Living Coordinator as soon as they are notified of a provider potential move.
Regional Shared Living Coordinator/Designee	11. Completes environmental section of the Standards Compliance Checklist within 10 calendar days of a move.

VI. PROCEDURES (*continued*)

On-Going Monitoring of Shared Living/Respite Provider

	12. Repeat step # 2-4 if Standards Compliance Checklist indicates deficiency(ies).
Shared Living/Respite Supervisor	13. Sends SLP a 30 day written notice to terminate (or not renew)) the Shared Living Contract if compliance is not achieved in accordance with the Compliance Plan.

VII. SYNOPSIS

This policy replaces the February 2004 policy entitled Recruitment and Approval Process of Foster/Respite Care applicants. Significant revisions included replacing the term "foster care" to "shared living", a change in the format and content to the standards and compliance checklist, the use of the DLTCRP requirements determining if a criminal background check is acceptable and the use of a panel to approve/disapprove applicants, among a number of other changes.

VIII. REFERENCES

A. Delaware Code, Title 16, Chapter 11
B. DDDS Standard Suspension Request Policy

IX. EXHIBITS

A. Shared Living/ Respite Application
B. Authorization for Release of Information
C. Shared Living/Respite Care Standards Compliance Checklist
D. Shared Living/Respite Care Standards
E. Home Investigation Report
F. Compliance Plan
G. DLTCRP Disqualifying Crimes Conviction/Time Parameters

EXHIBIT A

CONFIDENTIAL

	DELAWARE HEALTH AND SOCIAL SERVICES ***Division of Developmental Disabilities Services***	**COMMUNITY SERVICES**

Date Received by DDDS:_____

DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES

SHARED LIVING/RESPITE CARE APPLICATION

I. Personal Data

A. Name: _____

B. Address:_____

Street **Apt.#**

_____

City **State** **Zip**

C. Social Security #:_____

D. Telephone #:_____(home)

_____(work)

E. Directions to your home:

_____

_____

_____

_____

_____

II. My Family & Household

A. Name Relationship to you Gender Age

_____

_____

_____

_____

_____

B. Names of Minor Children **Not** Living in Your Home Age

_____

_____

_____

C. Have you or any member of your household ever been treated for a drug or alcohol abuse problem? ____ yes ____ no

If yes, please explain: _____

_____

_____

D. Have you or any member of your household ever had any involvement with Child or Adult Protective Services? _____ yes _____ no

If yes, please explain: _____

_____

_____

E. Have you or any member of your household ever been charged with or convicted of a criminal offense? (Criminal background checks are required.)

_____ yes _____ no

If yes, please explain: _____

_____

_____

_____

F. Are you or any member of your household a convicted sex offender?
_____ yes _____ no

If yes, please explain: _____

_____

_____

_____

G. Have you ever been a foster care parent (or provider) for any other agency? _____ yes _____ no

If yes, please list agency and address: _____
Agency Name

_____

Address

_____

City **ST.** **ZIP**

H. Are you a United States Citizen? _____ Yes _____ No
OR are do you have lawful alien status? _____ Yes _____ No

I. Are you a Delaware resident? _____ Yes _____ No

J. Explain why you want to be a Shared Living Provider for the Division of Developmental Disabilities Services. _____

_____

_____

_____

_____

III. About Becoming a Shared Living Provider

A. How should we describe your home and neighborhood to a person supported by DDDS who may be interested in living with you and your family?

_____

_____

_____

_____

_____

B. Please describe your relationship with your neighbors/community.

_____

_____

_____

_____

Please describe how members of your household feel about you becoming a shared living provider to a person with disabilities.

_____

_____

_____

C. What would be your support system if you had some kind of crisis (financial, emotional, health, etc)?

_____

_____

_____

D. Do you own a vehicle that is at your disposal? If not, what form of transportation do you use?

_____

Vehicle Tag #: _____ Registered until: _____

E. Will your household depend solely on the income derived from being a shared living provider with DDDS?

_____

F. All families have household rules such as no smoking, no cursing, no pets, no eating in your bedroom, no talking on the phone after 10pm. Think about the rules you have in your home.

What household rules can NEVER be broken?

_____

_____

_____

What household rules can sometimes be broken?

_____

_____

_____

Do you expect that your household routines, traditions, rules or relationships will be affected if a person supported by DDDS moves into your home?

_____

Please explain:

_____

_____

_____

G. Please indicate below if you could support a person with any of the following characteristics:

	Yes	Maybe	No
Needs total assistance with daily living activities	___	___	___
Needs some assistance with daily living activities	___	___	___
Unable to talk	___	___	___
Communicates by sign or augmentative device	___	___	___
Speaks with single words/incompletes sentences	___	___	___
Good communication skills	___	___	___
Uses a wheelchair for movement	___	___	___
Needs assistance with walking/moving	___	___	___
Totally ambulatory	___	___	___
Needs psychiatric or mental health support(s)	___	___	___
Has frequent medical appointments	___	___	___

Do you have a preference concerning the person's gender? Please explain. _____

_____

_____

Is a person's race an issue? If yes, please explain.

_____

_____

Do you have any age range preference? If yes, please specify._____

_____

H. If a person supported by DDDS lived with you, could you provide competent adult supervision if you had to leave the home? Explain.

_____

_____

I. Describe your pets? How long have they been a part of your family? Do they live indoors? _____

_____

_____

J. What would you do if person supported by DDDS lived in your home and was either afraid of your pet or allergic to your pet(s)?

_____

_____

_____

K. What would you do if a person supported by DDDS lived in your home did not want to attend worship with you? What if he/she wanted to attend another place of worship?

_____

_____

_____

L. Please provide your previous address if you have lived at your current residence for less than 3 years.

_____

_____

IV. Educational Background

A. Circle the highest grade in school which you have completed:

High School												College				Graduate Level	
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2

B. Can you read English? ____yes ____no

C. Can you write English? ____yes ____no

D. Can you complete simple math (addition and subtraction)? ____yes ____no

V. Employment / Experience History

Beginning with the most recent/current job, give a twenty (20) year record of your employment history including any part-time, military, and/or volunteer jobs. Use additional pages, if needed.

1. Employer: _____

   Address:_____

   _____

Phone: ( ) _____
Area Code

Supervisor's Name: _____

Job title/duties: _____

_____

Date(s) employed: From _____ to _____

Reason for leaving (if applicable): _____

2. Employer: _____

Address: _____

_____

Phone: ( ) _____
Area Code

Supervisor's Name: _____

Job title/duties: _____

_____

Date(s) employed: From _____ to _____

Reason for leaving (if applicable): _____

3. Employer: _____

Address: _____

_____

Phone: ( ) _____
Area Code

Supervisor's Name: _____

Job title/duties: _____

_____

Date(s) employed: From _____ to _____

Reason for leaving (if applicable): _____

VI. References

Please give complete name, address, and telephone number of 3 individuals, [not related to you] who can be contacted to give a personal reference for you.

1. Name: Mr.
Mrs.

Miss_____

Address:_____
Street # or P.O. Box #

_____
City State Zip

Telephone: _____
[Area Code] If other than 302

2. Name: Mr.
Mrs.
Miss_____

Address:_____
Street # or P.O. Box #

_____
City State Zip

Telephone: _____
[Area Code] If other than 302

3. Name: Mr.
Mrs.
Miss_____

Address:_____
Street # or P.O. Box #

_____
City State Zip

Telephone: _____
[Area Code] If other than 302

VII. Grounds for termination or rejection of application

I affirm that this application contains NO misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge. Should the investigation or approval process disclose otherwise, these are grounds for immediate rejection or termination of this application to provide Shared Living/Respite Care.

_____

Applicant's signature **Date**

All information provided on this application will remain confidential with the Delaware Health and Social Services and will be shared only with employees who require access due to the nature of their work. Application information may also be released if required under statute, court order, or for criminal or civil law enforcement.

EXHIBIT C

Delaware Health & Social Services
Division of Developmental Disabilities Services

Shared Living/Respite Care Standards Compliance Checklist

Provider Name: _____
Address: _____
_____
Phone: _____

KEY
A – Compliance
B – Non-compliance
C – Standard Suspension requested

SECTION I- ENVIRONMENT

		A	B	C
1.0	Areas of the home that are not bedrooms (as described in this document) may not be used for sleeping purposes.			
1.1	Bedrooms must be outside rooms and must allow for privacy.			
1.2	Each bedroom must have four (4) walls that reach from the floor to the ceiling.			
1.3	The bedroom door must open directly into a corridor or hallway and must be able to be opened or closed from either direction.			
1.4	Each bedroom must have at least one window which can be used as an emergency exit.			
1.5	The size of a bedroom must be a minimum of 70 square feet in size.			
1.6	Bedrooms shall have adequate electrical outlets which meet the Delaware Code requirements.			
1.7	There shall be at least one (1) light fixture at the entrance of each bedroom.			
1.8	There shall be adequate closet space, a bureau and or/ chest of drawers for storage of the individuals' clothing/personal belongings.			
1.9	There shall be a bedside stand, a chair, and a reading light in the bedroom for the individual.			
1.10	The physical structure of the home shall be arranged to promote family integration.			
1.11	Dining and living areas of the home shall be large enough to ensure inclusion of the individual and family members.			
1.12	The house shall have a minimum of two (2) means of egress.			
1.13	In the bathroom, there shall be at least one (1) window or mechanical ventilation system to the outdoors.			
1.14	The home shall have sewage disposal/septic systems which comply with the Division of Natural Resources and Environmental Control.			
1.15	All habitable rooms shall have at least one (1) window with a screen.			

		A	B	C
1.16	The temperature in all living areas shall be maintained within the range of 67-75 degrees and such shall be comfortable to the individual.			

SECTION II- HEALTH AND SAFETY

		A	B	C
2.0	The Shared Living Provider (SLP) shall maintain a disaster supply kit that minimally includes a 5 day supply of non-perishable food, water and medications, a flash light with operable batteries, a first aid kit, a battery operated radio, insurance information, family contact information and other items as required by DDDS.			
2.1	There shall be transportation available on a twenty-four (24) hour basis.			
2.2	There shall be a telephone (in working order) in the home.			
2.3	The furnishings/furniture shall be arranged to ensure accessibility by the individual.			
2.4	All individuals receiving services shall be registered with the applicable 911 call board.			
2.5	The SLP shall be responsible for the health and safety of the individual in their home; including during times of disaster.			
2.6	Furnishing and housekeeping shall be maintained to present a clean, orderly appearance.			
2.7	The home shall be equipped with a carbon monoxide detector if heating sources other than electric or heat-pump are used.			
2.8	The house shall have smoke detection devices, either photo-electric or ionization type, capable of automatically sensing visible or invisible particles of combustion and which activates an alarm sufficiently audible to warn occupants of the house of an impending danger of fire or hazard to life.			
2.9	A battery powered smoke detection device shall be installed, as back-up, if the home is equipped with hard-wired, interconnected smoke detection devices in the vicinity of the bedroom(s).			
2.10	Smoke detectors shall be located as follows: a. on each level of the home; including basements and attics b. outside of each sleeping areas in the immediate vicinity of bedrooms; c. in stairwells located to ensure that smoke rising will activate the detector (i.e., no obstruction).			
2.11	Smoke detectors shall be mounted on the ceiling at least four (4) inches from a wall or on a wall with the top of the detector not less than 4 inches or more than12 inches from the ceiling.			
2.12	The home shall have a written evacuation plan with the outdoor meeting area identified, posted in a conspicuous location.			
2.13	There shall be an operable 2.5-5 pound ABC fire extinguisher in the home.			
2.14	The water system shall provide healthy, drinkable water.			

		A	B	C
2.15	The water system shall also provide adequate hot and cold water under pressure. The hot water temperature shall not exceed 115 degrees.			
2.16	The toilet and bathtub/shower shall have a substantial handgrip, if required by the individual.			
2.17	There shall be at least one (1) refrigerator and one (1) freezer, in proper working order, capable of maintaining frozen foods in the frozen state and refrigerated foods within the range of 33-41 degrees Fahrenheit.			
2.18	There shall be at least one (1) four-burner range and one (1) oven (or combination) in proper working order.			
2.19	There shall be adequate lighting in the home.			
2.20	Kerosene space heaters shall **never** be used.			
2.21	All rooms shall have at least one ventilation source.			
2.22	Outdoor yard space shall be free from hazards and debris.			
2.23	Stairways shall have handrails for safety.			
2.24	Stairways shall provide for adequate lighting with light switches at the top and bottom.			
2.25	Non-skid surfaces shall cover stairways.			
2.26	Floors, stairways, walls, ceilings and other surfaces shall be kept clean, obstruction free and in good repair.			
2.27	Floors surfaces shall not be slippery. Throw rugs shall be maintained in good condition (i.e., free of hazards such as curled edges & rips) so as not to cause falls.			
2.28	All interior doors shall be capable of being opened from either side.			
2.29	Emergency telephone numbers for ambulance, fire, police, poison control centers and DDDS emergency on-call contact numbers shall be posted and readily available.			
2.30	Vehicles used to provide transportation shall comply with all applicable laws established by the Division of Motor Vehicles and the Delaware Code.			
2.31	There shall be at least one (1) sanitary trash or garbage receptacle located in the home.			
2.32	There shall be laundry facilities located within the home (or easily accessible to the home).			
2.33	Each home shall have adequate and separate areas for storage of: a. food items; b. cleaning products, disinfectants, and polishes; c. poisons, sprays or other chemicals; d. eating and serving utensils, pots, pans and other cooking items.			
2.34	There shall be at least two (2) sets of bed linens and towels, for each individual.			
2.35	A separate pillow and blanket shall be provided for each individual.			
2.36	Bed linens and towels shall be changed at least one (1) time per week or more frequently if required to maintain them in a sanitary condition.			

		A	B	C
2.37	The home shall be free from insect/rodent infestation.			
2.38	Foods provided shall be in sufficient amounts for meals and snacks and be representative of a nutritional diet (i.e., 3 meals).			
2.39	Any dietary deviations from a medically prescribed diet shall have prior approval from the physician, dietician or DDDS nurse.			
2.40	The SLP shall obtain a written order, from the physician or licensed prescribing medical professional, prior to assisting the individual with a prescription or non-prescription medication. The physician's order shall be maintained in the Provider's notebook.			
2.41	The SLP shall immediately report any adverse medication side effects to the prescribing physician and then to the DDDS nurse or emergency on-call worker. Written documentation of adverse side effects shall be maintained in the provider's notebook and made available to the DDDS nurse.			
2.42	The SLP shall report medication errors immediately, using the emergency on-call system if necessary.			
2.43	The following screening of shared living applicants and/or adult members of the applicant's home shall be satisfactorily completed prior to engaging in a contractual agreement with the DDDS: a. State Criminal Background Check on applicant and spouse/domestic partner living in the home; b. drug screening on the applicant to minimally include a test for the presence of marijuana/cannabis, cocaine, opiates, Phenyyclidine (PCP) and amphetamines; c. Adult Abuse Registry Check for all members of the household who have reached their 18th birthday; d. Child Protection Registry Check for all members of the household who have reached their 18th birthday.			

SECTION III- PROVIDER REQUIREMENTS

		A	B	C
3.0	The Shared Living provider (SLP) shall be a resident of the State of Delaware.			
3.1	The SLP shall be 18 years or older.			
3.2	The SLP shall be appropriately licensed by the Division of Public Health if they provide residential support to more than one (1) individual at the same time.			
3.3	A copy of the current Rest Family Care license shall be forwarded to the respective Regional Shared Living Coordinator.			
3.4	A Shared Living Provider who is licensed as a Rest Family Care home shall not provide services to a person under 18 years old unless first approved by the Division of Public Health.			
3.5	The SLP shall maintain a valid driver's license (i.e., current and issued in State of Delaware).			
3.6	Fire drills shall be held a minimum of one (1) time every three (3) months. A record of each fire drill shall be documented and submitted to the assigned case manager.			

		A	B	C
3.26	The SLP shall immediately contact the assigned DDDS nurse or case manager of any unplanned hospitalization or worsening of a medical condition.			
3.27	Prescriptions and non-prescription medications shall be handled in accordance with the medical protocols taught in the Assistance with Medication class.			
3.28	The SLP shall submit a completed Monthly Medication form to the individual's assigned nurse by the 10th calendar day of the following month.			
3.29	The SLP shall maintain confidentiality related to any individuals who have or currently are receiving residential services in their home.			
3.30	The SLP shall notify the DDDS case manager, by the next working day, of any changes in his/her living arrangement, household composition, mental or physical health, financial status or criminal involvement of any house hold member.			
3.31	Meals shall be served as close to family style as possible.			
3.32	The SLP shall supervise and/or assist the individual to maintain acceptable personal hygiene.			
3.33	The SLP shall maintain a minimum of a five (5) day supply of the individual's prescribed medication, at all times.			
3.34	The SLP shall have income, other than the reimbursement supplemented by DDDS, which would enable them to meet their basic financial obligations.			
3.35	The SLP or any member of his/her household shall not have an interfering substance abuse problem.			
3.36	The SLP shall not be eligible to receive reimbursement for providing personal care to a relative, even if that relative receives services from DDDS.			
3.37	The SLP shall immediately notify the DDDS of involvement by any law enforcement agency, involving any member of their household.			

Signature of Shared Living Provider **Date**

Signature of Shared Living Coordinator/Designee **Date**

EXHIBIT D

Delaware Health & Social Services
Division of Developmental Disabilities Services

Shared Living/Respite Care Standards

SECTION I- ENVIRONMENT

1.0	Areas of the home that are not bedrooms (as described in this document) may not be used for sleeping purposes.
1.1	Bedrooms must be outside rooms and must allow for privacy.
1.2	Each bedroom must have four (4) walls that reach from the floor to the ceiling.
1.3	The bedroom door must open directly into a corridor or hallway and must be able to be opened or closed from either direction.
1.4	Each bedroom must have at least one window which can be used as an emergency exit.
1.5	The size of a bedroom must be a minimum of 70 square feet in size.
1.6	Bedrooms shall have adequate electrical outlets which meet the Delaware Code requirements.
1.7	There shall be at least one (1) light fixture at the entrance of each bedroom.
1.8	There shall be adequate closet space, a bureau and or/ chest of drawers for storage of the individuals' clothing/personal belongings.
1.9	There shall be a bedside stand, a chair, and a reading light in the bedroom for the individual.
1.10	The physical structure of the home shall be arranged to promote family integration.
1.11	Dining and living areas of the home shall be large enough to ensure inclusion of the individual and family members.
1.12	The house shall have a minimum of two (2) means of egress.
1.13	In the bathroom, there shall be at least one (1) window or mechanical ventilation system to the outdoors.
1.14	The home shall have sewage disposal/septic systems which comply with the Division of Natural Resources and Environmental Control.
1.15	All habitable rooms shall have at least one (1) window with a screen.
1.16	The temperature in all living areas shall be maintained within the range of 67-75 degrees and such shall be comfortable to the individual.

SECTION II- HEALTH AND SAFETY

2.0	The Shared Living Provider (SLP) shall maintain a disaster supply kit that minimally includes a 5 day supply of non-perishable food, water and medications, a flash light with operable batteries, a first aid kit, a battery operated radio, insurance information, family contact information and other items as required by DDDS.
2.1	There shall be transportation available on a twenty-four (24) hour basis.
2.2	There shall be a telephone (in working order) in the home.
2.3	The furnishings/furniture shall be arranged to ensure accessibility by the individual.

2.4	All individuals receiving services shall be registered with the applicable 911 call board.
2.5	The SLP shall be responsible for the health and safety of the individual in their home; including during times of disaster.
2.6	Furnishing and housekeeping shall be maintained to present a clean, orderly appearance.
2.7	The home shall be equipped with a carbon monoxide detector if heating sources other than electric or heat pump are used.
2.8	The house shall have smoke detection devices, either photo-electric or ionization type, capable of automatically sensing visible or invisible particles of combustion and which activates an alarm sufficiently audible to warn occupants of the house of an impending danger of fire or hazard to life.
2.9	A battery powered smoke detection device shall be installed, as back-up, if the home is equipped with hard-wired, interconnected smoke detection devices in the vicinity of the bedroom(s).
2.10	Smoke detectors shall be located as follows: d. on each level of the home; including basements and attics e. outside of each sleeping areas in the immediate vicinity of bedrooms; f. in stairwells located to ensure that smoke rising will activate the detector (i.e., no obstruction).
2.11	Smoke detectors shall be mounted on the ceiling at least four (4) inches from a wall or on a wall with the top of the detector not less than 4 inches or more than12 inches from the ceiling.
2.12	The home shall have a written evacuation plan with the outdoor meeting area identified, posted in a conspicuous location.
2.13	There shall be an operable 2.5-5 pound ABC fire extinguisher in the home.
2.14	The water system shall provide healthy, drinkable water.
2.15	The water system shall also provide adequate hot and cold water under pressure. The hot water temperature shall not exceed 115 degrees.
2.16	The toilet and bathtub/shower shall have a substantial handgrip, if required by the individual.
2.17	There shall be at least one (1) refrigerator and one (1) freezer, in proper working order, capable of maintaining frozen foods in the frozen state and refrigerated foods within the range of 33-41 degrees Fahrenheit.
2.18	There shall be at least one (1) four-burner range and one (1) oven (or combination) in proper working order.
2.19	There shall be adequate lighting in the home.
2.20	Kerosene space heaters shall **never** be used.
2.21	All rooms shall have at least one ventilation source.
2.22	Outdoor yard space shall be free from hazards and debris.
2.23	Stairways shall have handrails for safety.
2.24	Stairways shall provide for adequate lighting with light switches at the top and bottom.
2.25	Non-skid surfaces shall cover stairways.
2.26	Floors, stairways, walls, ceilings and other surfaces shall be kept clean, obstruction free and in good repair.
2.27	Floors surfaces shall not be slippery. Throw rugs shall be maintained in good condition (i.e., free of hazards such as curled edges & rips) so as not to cause falls.
2.28	All interior doors shall be capable of being opened from either side.
2.29	Emergency telephone numbers for ambulance, fire, police, poison control centers and DDDS emergency on-call contact numbers shall be posted and readily available.
2.30	Vehicles used to provide transportation shall comply with all applicable laws established by the Division of Motor Vehicles and the Delaware Code.
2.31	There shall be at least one (1) sanitary trash or garbage receptacle located in the home.

2.32	There shall be laundry facilities located within the home (or easily accessible to the home).
2.33	Each home shall have adequate and separate areas for storage of: e. food items; f. cleaning products, disinfectants, and polishes; g. poisons, sprays or other chemicals; h. eating and serving utensils, pots, pans and other cooking items.
2.34	There shall be at least two (2) sets of bed linens and towels, for each individual.
2.35	A separate pillow and blanket shall be provided for each individual.
2.36	Bed linens and towels shall be changed at least one (1) time per week or more frequently if required to maintain them in a sanitary condition.
2.37	The home shall be free from insect/rodent infestation.
2.38	Foods provided shall be in sufficient amounts for meals and snacks and be representative of a nutritional diet (i.e., 3 meals).
2.39	Any dietary deviations from a medically prescribed diet shall have prior approval from the physician, dietician or DDDS nurse.
2.40	The SLP shall obtain a written order, from the physician or licensed prescribing medical professional, prior to assisting the individual with a prescription or non-prescription medication. The physician's order shall be maintained in the Provider's notebook.
2.41	The SLP shall immediately report any adverse medication side effects to the prescribing physician and then to the DDDS nurse or emergency on-call worker. Written documentation of adverse side effects shall be maintained in the provider's notebook and made available to the DDDS nurse.
2.42	The SLP shall report medication errors immediately, using the emergency on-call system if necessary.
2.43	The following screening of shared living applicants and/or adult members of the applicant's home shall be satisfactorily completed prior to engaging in a contractual agreement with the DDDS: e. State Criminal Background Check on applicant and spouse/domestic partner living in the home; f. drug screening on the applicant to minimally include a test for the presence of marijuana/cannabis, cocaine, opiates, Phenyyclidine (PCP) and amphetamines; g. Adult Abuse Registry Check for all members of the household who have reached their 18th birthday; h. Child Protection Registry Check for all members of the household who have reached their 18th birthday.

SECTION III- PROVIDER REQUIREMENTS

3.0	The Shared Living provider (SLP) shall be a resident of the State of Delaware.
3.1	The SLP shall be 18 years or older.
3.2	The SLP shall be appropriately licensed by the Division of Public Health if they provide residential support to more than one (1) individual at the same time.
3.3	A copy of the current Rest Family Care license shall be forwarded to the respective Regional Shared Living Coordinator.
3.4	A Shared Living Provider who is licensed as a Rest Family Care home shall not provide services to a person under 18 years old unless first approved by the Division of Public Health.
3.5	The SLP shall maintain a valid driver's license (i.e., current and issued in State of Delaware).
3.6	Fire drills shall be held a minimum of one (1) time every three (3) months. A record of each fire drill shall be documented and submitted to the assigned case manager.
3.7	The SLP shall not provide services to more than two (2) individuals at the same time.

3.8	The SLP shall not provide residential services to individuals not in the DDDS registry.
3.9	The SLP shall have no boarders living in the home.
3.10	SLPs shall be considered contractors of the State of Delaware; not employees
3.11	All members of the SLP's household shall agree to accept the individual into their home.
3.12	All members of the SLP's family shall treat the individual with respect and dignity at all times.
3.13	The SLP shall be responsible for the health, safety and welfare of persons in their home who receive services from the DDDS.
3.14	The SLP shall ensure the provision of competent adult supervision at all times or in accordance with the individual's Essential Lifestyle Plan.
3.15	The SLP shall be able to proficiently read and write English and keep records to the degree necessary to satisfy the operational demands of his/her position.
3.16	The SLP shall proficiently complete the minimum required training (as per DDDS policy) per contact year.
3.17	The SLP shall provide transportation for all services needed by the individual (medical, dental, psychiatric, etc.).
3.18	The SLP shall schedule appointments that are required by the individual and ensure attendance at these appointments, as requested by an ID team member or other clinician.
3.19	The SLP shall attend and participate in the development and implementation of the individuals' Essential Lifestyle Plan (ELP) and corresponding support plans.
3.20	ELP's and support plans shall be maintained in the individual's home.
3.21	The SLP shall document and report all information as requested by DDDS.
3.22	The SLP shall only use methods for positive Behavior Supports consistent with all applicable DDDS policies.
3.23	The SLP shall not arrange for the individual to reside with someone else overnight or to reside out-of-state overnight without the advanced approval from the DDDS case manager or designee.
3.24	The SLP shall maintain a copy of the **DDDS Statement of Rights and Responsibilities** in the home and shall insure the support and protection of the individual's rights.
3.25	The SLP shall be responsible for the safeguard, supervision and documentation of the individual's personal funds. Documented accounting and verification of funds expenditures and income shall be submitted to the applicable DDDS case manger by the 10th day of the subsequent reporting month.
3.26	The SLP shall immediately contact the assigned DDDS nurse or case manager of any unplanned hospitalization or worsening of a medical condition.
3.27	Prescriptions and non-prescription medications shall be handled in accordance with the medical protocols taught in the Assistance with Medication class.
3.28	The SLP shall submit a completed Monthly Medication form to the individual's assigned nurse by the 10th calendar day of the following month.
3.29	The SLP shall maintain confidentiality related to any individuals who have or currently are receiving residential services in their home.
3.30	The SLP shall notify the DDDS case manager, by the next working day, of any changes in his/her living arrangement, household composition, mental or physical health, financial status or criminal involvement of any house hold member.
3.31	Meals shall be served as close to family style as possible.
3.32	The SLP shall supervise and/or assist the individual to maintain acceptable personal hygiene.
3.33	The SLP shall maintain a minimum of a five (5) day supply of the individual's prescribed medication, at all times.
3.34	The SLP shall have income, other than the reimbursement supplemented by DDDS, which would enable them to meet their basic financial obligations.

3.35	The SLP or any member of his/her household shall not have an interfering substance abuse problem.
3.36	The SLP shall not be eligible to receive reimbursement for providing personal care to a relative, even if that relative receives services from DDDS.
3.37	The SLP shall immediately notify the DDDS of involvement by any law enforcement agency, involving any member of their household.

Signature of Shared Living Provider **Date**

Signature of Shared Living Coordinator/Designee **Date**

Effective: July 01, 2007

CONFIDENTIAL

EXHIBIT E

	DELAWARE HEALTH AND SOCIAL SERVICES Division of Developmental Disabilities Services	COMMUNITY SERVICES

Home Investigation Report

NAME:

ADDRESS:

COUNTY:

PHONE NUMBERS(S):

SOCIAL SECURITY #

DRIVER'S LICENSE #: **EXP. DATE:**

STATE:

PUBLIC HEALTH LICENSE #

ORIENTATION TRAINING DATES:

DIRECTIONS TO THE HOME:

I. DESCRIPTIONS OF THE HOME:

A. Ability to support a person's transition to a new environment:

B. Lifestyle preferences of applicant:

C. Ability to provide culturally normative & community experiences

D. Compliance with DDDS Standards

E. Ability to Provide support

F. Review of Status of References and Background Checks

II. OTHER PERTINENT INFORMATION

III. RECOMMENDED DISPOSITION OF SHARED LIVING APPLICATION (to include approval/non-approval, limitations to be considered, follow-up)

Shared Living Coordinator/Designee	Date of Home Visit

PARC Reviewed on : 05/10/07

Form #: 24/CS

EXHIBIT F

SHARED LIVING/RESPITE PROGRAM
COMPLIANCE PLAN

Shared Living/Respite Provider Name: _____

Date plan was developed: _____

Standard #	**Action required to obtain compliance with standard** *(Clearly and specifically describe)*	**Target Date for compliance**

_____ _____
Signature of Shared Living/Respite Provider *Date*

_____ _____
Signature of Shared Living Coordinator/Designee *Date*

CC: Shared Living/Respite Provider
Regional Shared Living Coordinator's Provider File
Regional Program Director

PARC Reviewed: 05/10/07
Form # 23/CS

EXHIBIT G

DEPARTMENT OF HEALTH & SOCIAL SERVICES
CRIMINAL BACKGROUND CHECK UNIT
DISQUALIFYING CRIMES
CONVICTION/TIME PARAMETERS

531. Attempt to Commit a crime: Attempt to commit a crime is an offense of the same grade and degree as the most serious offense, which the accused is found guilty of attempting. Use same disqualifying time limit as charge attempted.

5 YEARS	10 YEARS	NO LIMIT
502. Solicitation 2nd	513. Conspiracy 1st	631. Criminally negligent homicide
503. Solicitation 1st	602b Aggravated Menacing	632. Manslaughter
512. Conspiracy 2nd	604. Reckless Endangering 1st Degree	633. Murder/abuse/neglect 2nd Degree
601. Offensive Touching (If against Law Enforcement, Emergency, Medical or Corrections personnel) Class A Misdemeanor Only	605. Abuse of Pregnant Female in 2nd Degree 606. Abuse of a Pregnant Female in 1st Degree	634. Murder/abuse/neglect 1st Degree
603. Reckless Endangering 2nd	612. Assault 2nd	635. Murder 2nd Degree
611. Assault 3rd	613. Assault 1st	636. Murder 1st Degree
621. Terroristic Threatening (Felony or Misdemeanor)	614. Assault on a sports official 2nd Offense	645. Promoting Suicide
625. Unlawfully administer drugs – Misdemeanor	615. Assault by Abuse or Neglect (Felony)	768. Unlawful sexual contact in 2nd Degree
626. Unlawfully administer controlled substance, narcotic drugs.	629. Vehicle Assault 1st	769. Sexual contact in 1st
651. Commit Abortion (Other than Therapeutic, that causes miscarriage)	630. Vehicle Homicide 2nd	770. Sexual penetration 3rd or Rape 4th Degree
785. Interference w/custody	630A Vehicle Homicide 1st	771. Sexual penetration 2nd or Rape 3rd Degree
801. Arson in 3rd	782. Imprisonment 1st	772 Sexual penetration 1st or Rape 2nd Degree
804b2. Reckless burning $1,500 or more in damage	783. Kidnapping 2nd	773. Sexual intercourse 3rd or Rape 1st Degree
811. Criminal Mischief $1,500.00 or more damage	783A. Kidnapping 1st	776. Sexual Extortion
824. Burglary in 3rd	802. Arson in 2nd	777. Bestiality
828. Possess Burglary Tools	803. Arson in 1st	778. Continuous sexual abuse of a child
840. Shoplifting $1,000 or more	825. Burglary in 2nd	779. Dangerous crime against child
841. Theft (over $1,000)	826. Burglary in 1st	780. Female genital mutilation

842. Theft; lost or mislaid property; mistaken delivery $1,000 or more	831. Robbery in 2nd	

5 YEARS	10 YEARS
843. Theft; False pretense $1,000 or more	832. Robbery in 1st
844. Theft; false promise $1,000 or more	835. Carjacking 2nd Degree
845. Theft of Services $1,000 or more	836. Carjacking 1st Degree
848. Misapplication of property over $1,000	846. Extortion
849. Theft or rented property $1,000 or more	1108. Sexual exploitation of a child
850. Possess/deal in device for unlawfully taking telecommunication services.- Over 5 devices	1109. Dealing in material depicting a child in a prohibited sexual act.
851. Receive Stolen Property – over $1,000	1112A. Sexual solicitation of a child
854. Identity Theft	1250. Offenses against law-enforcement animals
859. Larceny of livestock	1253. Escape after conviction
860. Possession of Shoplifters Tools	1254. Assault in Detention Facility
861. Forgery 1st & 2nd Degree -Felonies	1256. Promoting prison contraband; deadly wpn.
862. Possession of Forgery Devices	1302. Riot
876. Tamper with public records in 1st Degree	1304. Hate Crimes
878. Issuing false certificate	1312A. Stalking
900. Issuing Bad check –over $1,000	1338. Bombs, incendiary devices, Molotov cocktails and explosive devices
903. Unlawful use of credit card ($1,000 or more)	1339. Adulteration (Causing Injury or Death)
907A. Criminal impersonation, accident related	1353. Promoting prostitution in 1st Degree
907B. Criminal impersonation of a police officer	1442. Carrying a concealed deadly weapon
908. Concealing a will	1444. Possessing a destructive weapon
911. Fraudulent conveyance of public lands	1445. Unlawfully dealing with a dangerous weapon. (If (4) or (5) violated)
912. Fraudulent receipt of public lands	1447. Possession of deadly weapon during commission of a felony
913. Insurance Fraud	1447A. Possession of a firearm during commission of a felony
913A. Health Care Fraud	1449. Wearing body armor during commission of a felony
916. Home Improvement fraud – 2nd offense	1455. Engaging in a firearms transaction on behalf of another
917. New home construction fraud – over $1,000	1503. Racketeering
920. Transfer of recorded sounds.	3533. Aggravated Act of Intimidation
932. Unauthorized access of computer Over $500.00	4751. Controlled Narcotic substance- Possess, deliver, manufacturer with intent to deliver

933. Theft of Computer Services Over $500.00	4752. Controlled Non-Narcotic substance
934. Interruption of computer services Over $500.00	4752A. Delivery of noncontrolled substance
5 YEARS	**10 YEARS**
935. Misuse of computer system information Over $500.00	4753A. Trafficking in marijuana, cocaine, illegal drugs, methamphetamines, LSD or designer drugs
936. Destruction of computer equipment) over $500.00	4754A. Possession and delivery of noncontrolled prescription drug
937. Unrequested or unauthorized electronic mail or use of network or software to cause same. Damage over $500.0	4755. Distribute, dispense a controlled substance. Maintain dwelling, vehicle etc.
938. Failure to promptly cease electronic communications upon request. Damage over $500.00	4756. Schedule I & II violations as registrant
1001. Bigamy	4757. Disposal – hypodermic syringe or needle
1100. Dealing in children	4761. Distribution narcotics to minors
1102. Endangering the welfare of a child. (Felony if death or serious injury occurs)	4761A. Purchase narcotics from minors
1111. Possession of Child Pornography	4767. Distribution, delivery or possession of controlled substance within 1,000 feet of a school property
1201. Bribery	4768. Distribution, delivery or possession of controlled substance within 300 feet of a park or recreation area
1203. Receiving a bribe	4771(b) Deliver, possess with intent to deliver, convert, manufacture, convey sell or offer sale of Drug Paraphernalia knowing will be used to plant, grow, manufacture, process, pack, inject, ingest, inhale or otherwise introduce into human body a controlled substance.
1222. Perjury 2nd Degree	4771 (c) Delivery to a minor of Drug Paraphernalia
1223. Perjury 1st Degree	Title16/1136. Abuse, Mistreatment, Neglect of a Patient
1239. Wearing a disguise during commission of a felony	Title 31/3913. Abuse, Neglect, exploit, mistreat an infirm adult
1240. Threats to a Public Official	
1244b. Hindering Prosecution (If acts of Felony original charge)	
1248b. Obstructing control and suppression of Rabies during state of emergency	
1249. Abetting the violation of drivers license restrictions 2nd Offense	
1252. Escape from Detention facility 2nd Degree	
1259. Sexual relations in detention facility	

1260. Misuse of prisoner mail – 2nd offense	
1261. Bribing a witness	
1262. Witness receiving bribe	
1263. Tampering with a witness	
1263A. Interfering with a child witness	
5 YEARS	**10 YEARS**
1264. Bribing a juror	
1265. Juror receiving bribe	
1269. Tampering with physical evidence	
1312. Aggravated Harassment	
1325. Cruelty to animals resulting in death or serious injury	
1326. Animals fighting and baiting	
1335(a)(6). Violation of Privacy	
1351. Promoting prostitution in 3rd Degree	
1352. Promoting prostitution in 2nd Degree	
1361. Obscenity	
1448. Possession and purchase of deadly weapons by a person prohibited.	
1450. Receiving a stolen firearm	
1451. Theft of a firearm	
1454. Giving a firearm to a person prohibited	
1457. Possession of a weapon in a Safe School and Recreation Zone	
1458. Removing a firearm from the possession of a law enforcement officer	
1459. Possession of a weapon with a removed, obliterated or altered serial number	
3532. Act of intimidation; class E felony	
4753. Possess, use or consume controlled substance, which is a narcotic drug without valid prescription. – Misdemeanor	
4754. Possess, use or consume controlled or counterfeit substance not a narcotic drug without valid prescription - Misdemeanor	
4771. (a) Possession of Drug Paraphernalia Class A Misdemeanor	
Any other Felony, not listed above, if convicted within last five years	

DESIGNED 05/04/1999 - 02/01/2000
UPDATED: 03/24/2000, 01/05/00, 10/26/01, 01/18/02, 01/24/03,07/31/03 & 12/24/03, 10/22/04

KEN THOMPSON

Investigative Administrator