

Guidance ECRS 2014-07

**Census Reporting Data Element
(Effective October 15, 2014)**

The purpose of this guidance is to collect data on each individual that can be used for census reporting within the Division. The information is collected as part of the client profile (Oversight IDF) and can be completed by anyone within DDDS that has edit privileges on the IDF.

Use the chart below to select the proper “Living Arrangement” for each individual when entering/updating their information. As the living arrangement changes for each individual, this data field needs to be updated (in addition to the COS within the DDDS Registry). Only those selections that are highlighted in the chart below should be used.

Therap Options	Census Report
Apartment or House	
Assisted Living	
Assisted Living - Waiver	
Battered Women & Child Shelter	
Board and Room	
Campus Housing - Meals Not Provided	
Campus Housing - Meals Provided	
Certified Adult Family Home	Shared Living
Child Caring Agency	
ETLA - Emergency Transition Living Arrangement	ETLA
Family Home	Family Support
Group Home	Neighborhood (group) homes
Halfway House	
Homeless Shelter	
Hospital - Acute Hospital Care	Hospital
Independent Living	
Institution - Psychiatric Care - IMD	DPC
Intermediate Care Facility for ID/DD	Stockley Center
Licensed Center for Developmentally Disabled	
Licensed Community Care	
Licensed Domiciliary Facility	
Licensed Drug Treatment Center	
Licensed Mental Health Center	
Licensed Residential Care Facility	Nursing Home – Non OBRA
Nursing Home	Nursing Home - OBRA
Other	Supported Out of State
Public Housing	
Room Only	
Supervised Living Arrangement	CLA
Support Living	Supported Living/Drop In Supports

1. In the oversight account under “Individual Intake” search for the individual from the “Individual List (All)” option
2. Click on the individual’s name
3. Scroll to the bottom and select “Edit Individual Data”
4. Click on the drop down box to the right of “Living Arrangement” just above the Residential Address section of the IDF
5. Select the option that corresponds to the living arrangement shown in the chart above
6. Scroll to the bottom and click “Save”

Each month a list of individuals within Therap that does not have an entry in this field will be shared with the regional offices for updating. In addition, “yes” or “no” should be selected in the “Guardian of Self” field.

As a reminder, as the living arrangement for an individual changes, this field needs to be updated. For example, an individual goes into ETLA from Family Support. The living arrangement is changed to “ETLA-Emergency Transition Living Arrangement” from “Family Home”. When the individual goes into residential placement (i.e.-Neighborhood Home, CLA, etc.) then the field is updated accordingly. By keeping this field completed and accurate, provides for accurate reporting for the census. It is necessary for us to build confidence in our reporting as the new Electronic Case Record System will capture the COS information currently being entered into the DDDS Registry for all individuals from time of application/eligibility through discharge from DDDS services.