

# **Residential Readiness Tool for Residential Habilitation, Life Sharing, and Supported Living Providers**

## **Introduction and Purpose of the Residential Readiness Tool:**

Supporting individuals with intellectual disabilities and autism (ID/A) through the provision of a residential service (Residential Habilitation, Life Sharing, or Supported Living services) can be complex and dynamic. Residential service delivery requires a provider (referred to as “agency” throughout the Residential Readiness Tool (which is the provider’s legal entity as it will be listed on the provider agreement and IRS letter 147C)) to be prepared at all times to meet the needs of each individual they support; including initiating and participating in ongoing planning and support to facilitate each person’s vision for an Everyday Life. The purpose of this tool is to gauge the preparedness of the agency to serve individuals with ID/A. This will assist with the determination whether the agency is ready to move forward in the qualification process. ODP gathered residential providers across Pennsylvania that provide high quality services to obtain input and feedback about their operations which they determined support their success and the success of those they support. This Residential Readiness Tool was developed based on this input and feedback and demonstrates ODP’s commitment to assuring that all residential service providers are adequately prepared prior to delivering a residential service and prior to the provider going through ODP’s qualification process.

## **Who Does This Tool Apply To?**

This tool is for prospective providers or existing providers (referred to as “agency” throughout the tool) that are interested in adding residential services as a specialty in the Consolidated, Community Living, and Adult Autism Waivers . This tool is to be completed by the provider after successfully completing provider applicant orientation and prior to being qualified to render Residential Habilitation, Life Sharing, and/or Supported Living Services.

## **The Process of the Residential Readiness Tool For the AE**

The tool will be completed by the agency and will be reviewed by the assigned Administrative Entity (AE) in that agency’s county. The provider must be determined “Ready” for each required question on the tool to proceed to the next step in the qualification process after the Residential Readiness Tool. Once the agency has filled out the Residential Readiness Tool, the corresponding AE will receive an email to let them know that the agency finished the tool and it is in need of the AE’s review. After the AE reviews the tool, the AE will be in communication with the agency (via email or other form of communication) based on their initial determination of “Ready to Provide Residential Services” or “Not Ready to Provide Residential Services”. If the agency was determined “Not Ready to Provide Residential Services”, the agency will have another chance to review and remediate the issue and resubmit it to the AE. Once the AE does the final review, the AE will send their final determination back to the agency. If the agency is determined “Ready to Provide Residential Services” then the agency may proceed with the next steps. If the agency is determined “Not ready to Provide Residential Services” then the agency can resubmit the Residential Readiness Tool one additional time after a 365-day period. If the AE makes a final determination of “Not Ready” twice in one year, the provider must wait 365 days from the most recent determination date before submitting another Residential Readiness Tool.

Please note: ODP’s Everyday Lives and the Centers for Medicaid and Medicare Services Home and Community Based Services Settings Rule applies to all questions in this tool which describes that all individuals have the right to live an everyday life and live in an integrated setting that promotes community involvement and inclusion. The service definitions and provider qualifications as stated in the waivers for Residential Habilitation, Life Sharing, and Supported Living also apply to all applicable questions, as well as regulations that are specific to the service being rendered (such as Residential Habilitation following the 55 Pa. Code 6400 regulations).

## Instructions on Filling out the Readiness Tool

There are two types of questions/statements in the tool. The *required* questions are requirements identified through regulations, ODP's waivers, and other source documents. Prospective residential providers will need to achieve "Fully Prepared" for all the *required* questions in order to move forward in the qualification process. Throughout the tool within the Required Questions section, there will be a place to submit documentation if the agency has any documentation they would like to show the AE that correlates to their response to those questions. After the AE reviews the agency's answer, the AE must make a determination if that answer qualifies the provider as "Fully Prepared" or "Not Fully Prepared" for that question. This decision is based on the agency's attestation and documentation. In the tool, ODP made suggestions on what the AE could look at to deem the question "Fully Prepared", however, the AE may make a determination based on other documents the provider submitted, etc.

Through ODP's feedback from current residential providers, *best practice* statements were developed. The purpose of these questions are to educate the provider on ODP's recommendations and best practices for becoming a successful agency that renders quality services. These statements will not be scored "Fully Prepared" or "Not Prepared" by the AE; however, the AE will review that the provider reviewed the best practice statements.

Demographics to Gather:

1. Region
2. County of assigned AE
3. Primary and Secondary Contact Information of Agency
4. Response ID from