

Topic:	Guide for Host Home Services
Date Issued/Updated:	

Overview

Description: The Host Home Worker’s Guide is designed to outline and provide technical assistance regarding Host Home services for children.

Purpose/Rationale: This Worker’s Guide provides guidance on documentation processes to Case Management Entities (CME) who are referring children to Host Homes, completing documentation for children moving into Host Homes and for case management of Host Homes.

Applicability: This Worker’s Guide applies to CMEs who may be completing referrals, enrollment and case management for Host Home services.

Definitions:

Agency (host home agency): Agency endorsed to provide Host Home services and have licensed homes for child placement.

CIIS: Children’s Intensive In-home Services through Office of Developmental Disabilities Services

CME: Case Management Entities, includes but not limited to county DD Services, CIIS Service Coordinators or DRC, or Residential Specialists

County of Origin: County from which the child’s guardians reside

DRC: Direct Referral Contact who works in each county to facilitate referrals for out of home placements

Host Home Coordinator: Coordinator of the Host Home Services statewide through Office of Developmental Disabilities Services

ODDS: Office of Developmental Disabilities Services in Oregon Department of Human Services

SC: Service Coordinator through the County or CIIS Program assists individuals with intellectual or developmental disabilities to gain access to needed supports.

Voluntary Placement: placing a child in residential services by parent or legal guardian such as aunt/uncle, grandparents, etc. but not CW custody.

Procedure(s) that apply:

Recruitment of Host Home Provider Agencies:

CME and ODDS Host Home Coordinator will work together to recruit agencies for Host Home Services.

Walk Throughs for Host Home Licensed Homes:

Walk throughs are conducted by ODDS Licensing. Agencies will inform the CDDP Managers when the walk through is scheduled. CDDP certifiers will be invited to attend the walk through, depending on availability. Agencies are responsible for writing variance requests for new Host Homes. When variances are written, CDDP managers or designee will review and submit variances to the ODDS Variance Committee.

Referral Process:

CME in coordination with the ISP team, identifies a child to be referred to Host Homes.

CME may contact Host Home Coordinator to discuss possible referral.

CME completes referral packet and sends to Host Homes email

Host.Homes@dhsoha.state.or.us.

If the referral is appropriate for Host Home service, a referral notification will be sent to the DRC for the referral packet to be sent to the agencies listed. Host Home Coordinator will work with the agencies and CME to identify potential matches for placement.

If the referral is not a current good fit for Host homes, Host Home Coordinator will communicate the reason to the DRC.

For voluntary placements, even if the child is Medicaid eligible, CME will send a secure email to Central Coordination Unit (CCU) to review the child's Medicaid eligibility status. CME will send a secure email to: 5517.inbox@dhsoha.state.or.us and Host.Homes@dhsoha.state.or.us including the following:

Subject Line: **Host Home Inquiry**

In Body:

- **Child's Name**
- **Child's DOB**
- **Child's Prime**
- **Parent's Name**
- **Parent's DOB**
- **Parent's Address**

If the child is not yet eligible for Medicaid, the CME will assist the family with applying for Medicaid via the ONE system according to the [ONE Medicaid Application Assistance Transmittal](#).

Screening for Host Homes:

Agencies will review referral packet and if they determine they can offer necessary supports, agency will email the CME DRC to set up a screening meeting with the team. The email will include potential dates for screening and the DRC will follow up with the team to determine the date and respond back to the agency. If agencies decline, agencies will send an email with the decision.

For a child transitioning from CIIS or 24 Hour Residential to Host Home, the CIIS Services Coordinator or 24-Hour Residential Specialist will coordinate with the child's county of origin to transfer case management.

Notification to move into Host Homes:

CME will fully complete the ODDS Notification Form for Children Entering Host Home (DHS 3747).

*Include either Child Welfare or OYA custody court order, court order guardianship if the legal guardian is someone other than the parent or for voluntary placements include Child Placement Agreement and SSA 795 for children moving from family homes.

Also, if child is over 12 include, SSA 827, signed by the child, not the parent or guardian.

Once fully completed, send via secure email with subject line: **Notification for Entering Host Home** and in the body: **child's name and Prime number in the body of the email** to Host Home Email Box: Host.Homes@dhsosha.state.or.us and APD CCU email box: 5517.info@dhsosha.state.or.us.

Update Host Home Status:

Complete in full the ODDS Host Home Update Reporting Form (DHS 3746). Follow Directions on the form.

Once fully completed, send via secure email with subject line: **DD Host Home Changes** to Host Home Email Box Host.Homes@dhsosha.state.or.us and APD CCU 5517.info@dhsosha.state.or.us.

Case Management:

CDDP will provide all the Case Management functions as outlined in the [Case Management Services OAR 411-415](#).

Communication:

CDDPs will utilize the Host Home Communication Grid.

Host Home Communication Grid

The Host Home Communication Grid outlines who needs to be contacted and involved when concerns arise or are noticed. Be sure to include the individual’s Name, Prime Number, situation and what has been done about the situation to date. The grid is not an all-inclusive list of concerns that may arise; therefore, when unsure who to contact, consult with the Host Home Coordinator for guidance. This guidance around communication does not supplant other requirements per administrative rules.

Subject	Host Home Coordinator	ODDS Licensing	CDDP SC	Host Home Agency	CDDP DRC
Involves individual service plan			x	x	
Involves In-Residence caregiver	x		x	x	
Agency services	x		x		
Abuse/Neglect Allegation Called into the Hotline	x		x	x	
Consultation/Technical Assistance of Host Homes	x			x	
Violations of licensing standards	x	x	x	x	
Referrals	x			x	x
Eligibility	x		x	x	x
Entry in Host Homes	x		x	x	x
Screening	x		x	x	x
Physical Environment	x	x	x	x	
Legal Guardian Concerns	x		x	x	
Coordination of Child moving into Host Home in Different County	x		x * both counties	x	X* both counties

Form(s) that apply:

[Child Referral for Placement Services \(DHS 0508R\)](#)

[Authorization for Disclosure, Sharing and Use of Individual Information \(MSC 3010\)](#)

SSA 795

SSA 827

ODDS Notification Form for Children Entering Host Homes (DHS 3747)

ODDS Host Home Update Reporting Form (DHS 3746)

[Host Home OAR 411-348](#)

[Case Management OAR 411-415](#)

[ONE Medicaid Application Assistance](#)

Contact(s):

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DRAFT

PMDDT Checklist:

PMDDT needs **two** years of medical, mental health, and educational records to make a medical determination as to whether the child meets the Social Security Administration (SSA) regulations requirement for disability. The SSA criteria is not identical to the DD criteria, and looks at both the impairment and the current level of functioning.

The following documents are needed to process the case:

- List of the disabling diagnoses.
- All records from the DD file that were used in the DD eligibility determination.
- The most recent IEP and any testing/exams by the school or ESD.
- A proper release form (ROI) for every provider that the child has seen in the **last 2 years** (with the exception of dental), one for SSA, and one for the current or most recent school. One for SSA is required even if the child is not receiving any SSI benefits.

ROI (MSC 3010 - Authorization for Disclosure, Sharing and Use of Individual Information with or without legal representation): **If you do not have a sample of a 3010 with the language necessary for PMDDT, please contact PMDDT for a sample.**

Birth 0 – 14 years of age: Parent/Guardian should sign, date and initial the 4 protected lines on the 3010. If all 4 lines are not initialed, many of the providers will not provide the records which will delay a PMDDT decision. The providers will not accept electronic signatures so it must be a “wet signature.”

Providence, OHSU, Legacy and Kaiser, along with a few of the mental health providers, will not release records to PMDDT if the child is age 14 or older, unless the child signs, dates and initials the 4 protected lines themselves. An exception would be if the parents have a guardianship order, and PMDDT would need a copy to send with the request. If this cannot be provided, the parents have the option of obtaining the records themselves and submitting them.

When a CDDP, community partner or a local Oregon Department of Human Services (ODHS) office is assisting the family with the application, any available records and releases referenced above should preferably be upload in the ONE system. This will streamline the PMDDT process and help quicker processing.