

Topic:	Guide for Host Home Services
Date Issued/Updated:	9/29/2021

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 operate licensed Host Homes settings.

CIIS: Children's Intensive In-home Services through Office of Developmental Disabilities Services (ODDS)

CME: Case Management Entities, includes but not limited to Community Developmental Disabilities Program (CDDP) Services Coordinator, county DRC, ODDS CIIS Service Coordinators and DRCs or ODDS Residential Specialists

County of Origin: County in which the child's guardians reside

DRC: Designated 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 ODDS

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

Services coordinator (SC): Services Coordinator through the CDDP or CIIS Program assists individuals with intellectual or developmental disabilities to

gain access to needed supports.

Voluntary Placement: a child placed in a residential service setting by their parent or legal guardian (other than Child Welfare) such as aunt/uncle, grandparents, etc.

Procedure(s) that apply:

Recruitment of Host Home Provider Agencies:

CME and ODDS Statewide Host Home Coordinator will work together to recruit agencies for Host Home Services. ODDS certifies and endorses Agencies and licenses Agency Host Homes.

Walk Throughs for Host Home Licensed Homes:

Walk throughs are conducted by ODDS Licensing to review the physical environment of the home. 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.

Variations:

Agencies/Host Homes are responsible for writing variance requests for Host Homes and submitting the variance to the CDDP Managers.

- When variances are written, CDDP managers or designee will review and submit variances to the ODDS Variance Committee.
- Variations for physical environment of Host Homes should be reviewed and submitted by CDDP of the county where the Host Home is located.
- Variations for specific services for a child should be reviewed and submitted by the CME responsible for providing case management services for the child.
- When the CME responsible for case management is in a different county than the physical location of the Host Home, both counties must be made aware of the variance. The Variance Committee is responsible for approving or denying the request.

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@dhsosha.state.or.us.

If the referral is appropriate for Host Home services; based on variables such as the needs of the child, available resources, and skills sets of the Host Homes at the

time; 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 able to be matched with a currently available Host home(s), and ODDS Host Home Coordinator will communicate the reason to the DRC.

Addressing Child's Medicaid Eligibility during the Referral process- ACTION REQUIRED:

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@dhsosha.state.or.us and Host.Homes@dhsosha.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 ISP team to determine the date and respond back to the agency. If agencies decline, agencies will send an email with the decision to the DRC and Host Home Coordinator.

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 to the county of origin CDDP.

Notification to move into Host Homes:

CME will fully complete the [ODDS Notification Form for Children Entering Host](#)

[Home \(DHS 3747\)](#) immediately after child has moved into the Host Home.

*Include with the Notification either Child Welfare or OYA custody court order or court order of guardianship if the legal guardian is someone other than the parent. For voluntary placements include [Child Placement Agreement \(DHS 0032\)](#) and [SSA 795](#) for children moving from family homes.

Also, if child is age 12 or older 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 enter: **child's name and Prime number in the body of the email** to Host Home Email Box: Host.Homes@dhsoha.state.or.us and APD CCU email box: 5517.info@dhsoha.state.or.us.

Update Host Home Status:

CME will fully complete the [ODDS Host Home Update Reporting Form \(DHS 3746\)](#). This form is to notify Host Homes, Federal Resource/SSI Unit and APD Central Coordination Unit of certain types of changes to existing Host Home placements; change in address, move from one host home agency to another, temporary absence beyond 30 consecutive days, or exit from Host Homes
Follow Directions on the form within 5 days of the change.

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

Entering Plan of Care Provider Panel and Authorizing Host Homes Plan of Care:

Utilize the eXPRS User Help Guides when authorizing services for Host Homes. The guides are: [How to Add a Host Home Site to the Plan of Care Provider Panel](#) and [How to Authorize Children's Host Home Services in eXPRS Plan of Care Guides](#).

Case Management for youth in Host Homes:

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

Communication:

All roles in these procedures 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	ODDS Statewide 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	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 (DD and Host Home)	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

Some Licensing Tasks:

120-day packet:

Agency will be provided a 120-day packet with the license of the home. The packet will be completed by the agency and sent to licensing upon placement of a child in the home. Upon licensing receiving the packet, a 120-day review will be scheduled, and the provider will be notified the morning of the review.

Complaints: If a complaint is received about a provider, a complaint review will be conducted.

Renewals: Every two years, renewal is required. Six to eight months prior to the expiration of the license, a renewal packet will be automatically sent out and should be completed by the agency and sent to licensing. Licensing will conduct a renewal review.

Form(s) that apply:

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

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

[Child Placement Agreement \(DHS0032\)](#)

[SSA 795](#)

[SSA 827](#)

[ODDS Notification Form for Children Entering Host Homes \(DHS 3747\)](#)

[ODDS Host Home Update Reporting Form \(DHS 3746\)](#)

Other Resources:

[Case Management OAR 411-415](#)

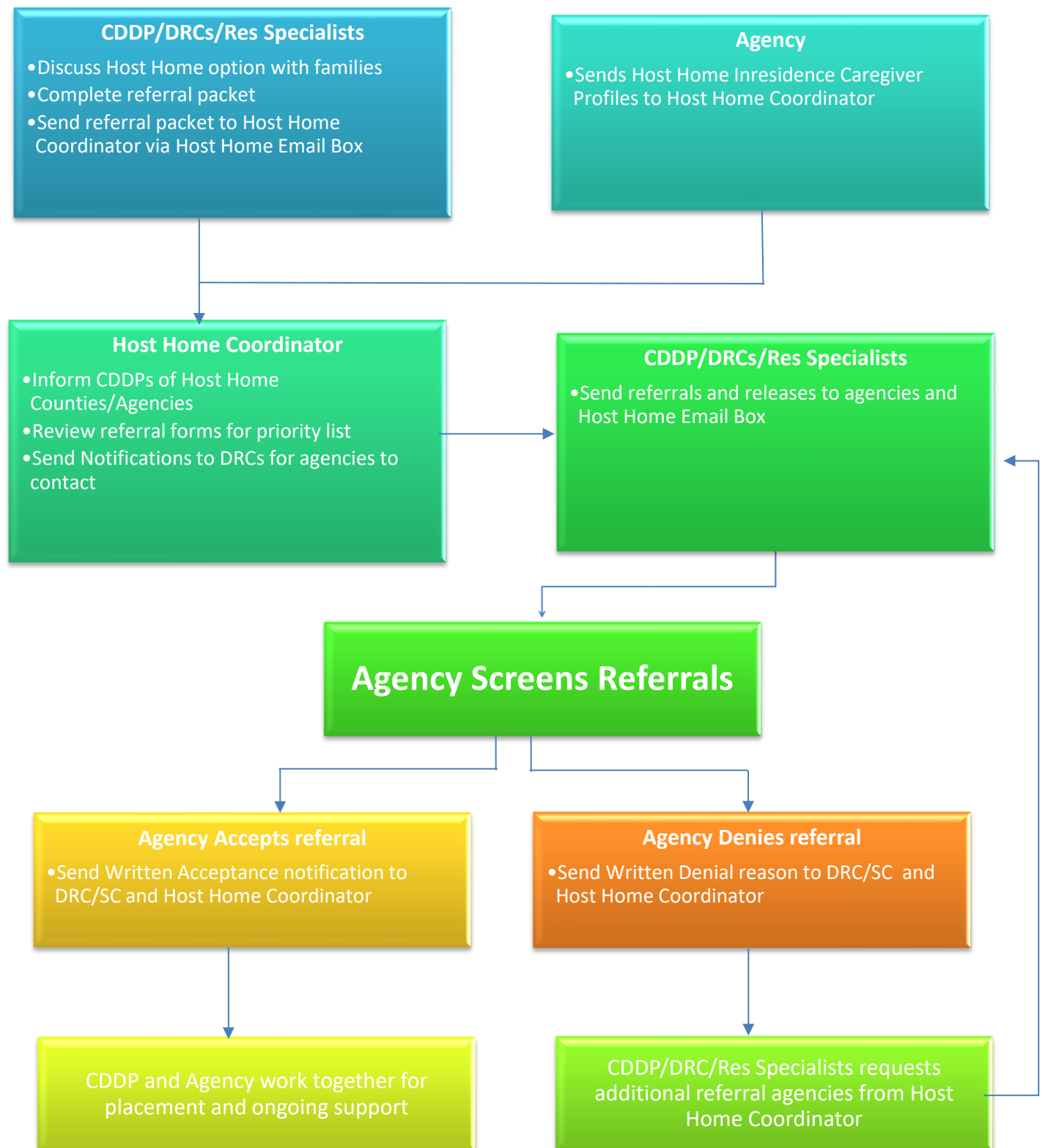
[Host Home OAR 411-348 Host Home Referral Flowchart \(Appendix A\)](#)

[ONE Medicaid Application Assistance](#)

Contact(s):

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Appendix A:



Appendix B:

PMDDT Checklist:

Presumptive Medicaid Disability Determination Team (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 Individualized Educational Plan and any testing/exams by the school or Educational Service District.
- 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.