

<b>Topic:</b>	SACU Referral for Adult Residential Services
<b>Date Issued/Updated:</b>	December 20, 2021

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## Overview

This guide provides the process and expectations for adults with intellectual and developmental disabilities to be referred to the Office of Developmental Disabilities Services Stabilization and Crisis Unit (SACU) for residential services and placement

### **Description:**

When an individual is in need of a residential placement, the Case Management Entity's (CME) Designated Referral Contact (DRC) is expected to coordinate complete and updated referral packets to be sent to qualified providers. Qualified providers may be foster care providers or 24-hour residential providers. When the DRC has exhausted all qualified and available providers and is unable to identify a provider capable of supporting the individual, a referral to SACU may be made.

This guide outlines the expectations and the process for DRC's to make a referral to SACU

Designated Referral Contacts (DRCs) are employees at each Case Management Entity (CME). The role of the DRC is to support case managers in identifying new providers for individuals who are choosing to move or who are required to find a new provider for any reason.

DRCs may also support case managers with interim planning and resources to support an individual in the existing home or placement or with an interim provider or home while longer term referrals are made, provider options explored and a referral to SACU made.

## Procedure(s) that apply:

### **Prior to a SACU referral:**

Prior to making a referral to SACU, DRCs must explore all other available and qualified providers. Exploring all qualified providers means the following:

- Sending the Adult Residential Referral Form (de4123) to all local foster care, supported living and 24-hour residential providers
- Sending the Adult Residential Referral Form (de4123) to all foster care, supporting living and 24-hour residential providers in other County's
- Contacting (calling and emailing) the Provider Vacancy data on the State's Provider & Partner's web page for Provider Profile and Vacancy's  
<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/Pages/RSP-Profiles-Vacancy-Listing.aspx>
- Calling providers who have indicated an inability to support the individual and

discussing the reason for declining the referral and asking what it would take to be able to support the individual

- Talking with the individual/guardian about the potential need to move to further County's due to the lack of available qualified providers in the County of choice
- Discuss situation and need for placement during the bimonthly DRC call facilitated by ODDS or with the assigned ODDS Field Liaison to ensure all placement options have been researched and exhausted

It is likely that the DRC and the individuals case manager collaborate on some of the tasks identified above, however, it is the responsibility of the DRC to ensure all tasks are completed when working with a case manager on a new placement for each individual.

It is expected that phone calls and emails are documented well by the DRC including the reason that providers indicated an inability to support the individual. When a DRC does not get a response from a provider, the DRC should be following up with phone calls directly to the providers who have known vacancies.

Once the Adult Residential Referral Form (de 4123) has been sent to all available and qualified providers have been explored and the DRC is unable to find an available and qualified provider, a referral to SACU may be made.

### **Making a referral:**

SACU will accept a referral packet when it is considered complete and all required documentation accompanies the referral. It is generally expected that referrals are sent statewide and the DRC has been actively following up with available and qualified providers (phone calls and emails) prior to making a referral to SACU. The referral to SACU must include documentation of which provider the referral packet was sent to as well as follow up conversations and emails.

In order to submit a referral packet, the DRC must email [sacu.referral@dhsosha.state.or.us](mailto:sacu.referral@dhsosha.state.or.us) without content in the email and request a secure email be returned. A DRC must ensure all items on the checklist have been completed or identify the reason the item cannot be completed (explanation provided).

When the DRC can ensure that all items on the checklist have been completed the referral packet and checklist may be submitted to [sacu.referral@dhsosha.state.or.us](mailto:sacu.referral@dhsosha.state.or.us). Incomplete referrals or if a referral does not include all required documentation or explanation for missing documentation or information, SACU will return the referral asking that the DRC resubmits the referral when it is considered complete or the DRC is able to explain why there may not be all required documentation available.

### **SACU will consider the following when reviewing a referral:**

- Whether the need for placement is solely a result of an acute psychiatric episode.
- Whether documentation indicates that the individual continues to put themselves and/or others at risk of serious physical harm; or individual engages in property destruction causing significant financial hardship.

- Whether key components of a residential or community-based treatment plan are unavailable, or all less restrictive residential options have been examined and determined to be ineffective and the individual requires 24-hour residential services within SACU as evidenced by:
  - Individual's behavior is sufficiently unstable and requires immediate sub-acute intervention to protect them from harming self and others; or
  - Individual is likely to require high levels of supervision 24 hours a day.
  - Individual requires more supports or a secure setting in order to safely manage psychiatric symptoms or behavioral challenges and whether the existing placement has been examined and determined to be ineffective or result in serious incidents which may have caused harm to the individual or others; or
  - Individual requires close medical monitoring or skilled nursing care to evaluate and adjust dosage of medications (psychiatric and/or physical health) and medical management could not safely be conducted in a residential treatment center.
- Individual, or Guardian agrees to enter SACU as a temporary placement for the purpose of stabilization during a crisis. Upon admit all parties shall complete a service agreement which addresses needed services, anticipated timelines of placement and discharge plans.

\*\*Disclaimer: Meeting all of these standards does not guarantee placement. It is expected that you continue looking at other placement options during the referral process.

### **Exit/transition out of SACU planning:**

After there has been an intake meeting identified and/or a move in date established, the DRC and the case manager must begin planning and discussing what the transition out of SACU will look like. Discussing what is needed to ensure a safe transition out of SACU will help ensure a successful stabilization process and for the individual to be able to move out of SACU as soon as they are considered ready to transition by the SACU team. Things to consider when planning for a transition out of SACU are:

- Will the individual be able to return to the same provider?
  - If yes, what might be needed in order to make this successful?
- Which County does the individual or guardian choose as the preferred County to live in after SACU?
- What supports will help to make the transition successful for the individual?
  - Behavior support services?
  - Mental health supports and treatment services?

Medication management and a prescriber?

### **Applicability:**

Standardizing a referral process will aid in ensuring consistency in identifying alternative provider options prior to making the referral to SACU.

**Form(s) that apply:**

SACU checklist – to be sent after sending email to [sacu.referral@dhsoha.state.or.us](mailto:sacu.referral@dhsoha.state.or.us) or making specific request for the SACU checklist.

Referral Checklist (form 2720)

Adult Residential Referral (form de4123)

**Contact(s):**

[sacu.referral@dhsoha.state.or.us](mailto:sacu.referral@dhsoha.state.or.us)