**Sponsored Residential Program Description:**

VCSB contracts with the Sponsor to offer individualized residential placements to adults  
with developmental disabilities. The home may serve only two individuals with  
disabilities and the maximum number of occupants per home is seven.

The Sponsor offers a safe family-style environment while providing support and  
assistance daily as determined by the outcomes of the individuals Plan for Supports. Such areas include  
medical care, emotional support, behavioral intervention, personal care,  
community participation, socialization skills, financial planning, and other pertinent  
support necessary to allow the highest quality of life possible. The Sponsor provides  
nutritious meals and appropriate snacks reflecting any special dietary requirements and  
personal food preferences of the individual. The Sponsor provides or schedules transportation and  
assistance to all meetings, appointments, day support programs and other social and  
personal activities requested by the individual. The Sponsor arranges for the  
individual to experience frequent participation in community, social, educational,  
recreational and religious activities and events as they choose. As with any family member, Sponsors  
are expected to participate with the individual in the activities if they request or need supports.  
  
The Sponsor participates with the individual in the development of the individual’s Plan  
for Supports. The Plan for Supports is designed to assist the individual with long-range goals and encourages their independence. Sponsors  
implement the plan and providedaily documentation of the individual’s participation  
and progress.

The Sponsored Residential program ensures that the Sponsor(s) and ~~all~~ Relief Sponsors  
receive all required trainings to include Medicaid Waiver, Medication Administration,   
Therapeutic Options, First Aid, CPR, DSP Competencies, Human Rights, HCBS (Home and Community-Based Services), False Claims, and Infection Control. The program ensures that Sponsors and Relief Sponsors receive any specialized training needed to serve the individual(s) placed in their home or that they will support.  
  
Each licensed home must meet specific requirements as defined in the Sponsored Residential Contract/Memorandum of Agreement per the Department of Behavioral Health and Developmental Services licensure regulations, Human Rights and HCBS regulations and VCSB policies.

**Program Supervision:**

The Sponsored Residential Program is operated under the division of Developmental Disability Services. The Director of Developmental Services, Assistant Director of Developmental Services, and the Sponsored Residential Services Supervisor work in collaboration and are responsible for ensuring that each service meets or exceeds the requirements set forth by the Department of Behavioral Health and Developmental Services (DBHDS), state and local Human Rights and HCBS Policies and Procedures, and the Sponsored Residential Contract/Memorandum of Agreement. Direct service supervision is the responsibility of the Community Living Specialist (CLS). The CLS will make at least monthly visits, scheduled and unscheduled, to the home and to community activities, to provide supervision, support and assistance with implementation of the plan for supports.

**Admission Policy:**

Individuals are referred to the program through Support Coordination. Admission into  
the program is based upon the availability of the program to serve the individual and having a sponsor that can meet the needs of that individual.

**Discharge Policy:**

Discharge from the Sponsored Residential Program is based upon one or more of the  
following circumstances:

1. The Individual’s behavior is determined to be a severe threat to themselves or others  
based on the intensity or frequency of such incidents and the steps incorporated to  
minimize the problem have failed to render the situation safe.

2. The Individual’s medical or safety needs cannot be met and are deemed  
to be chronic in nature, necessitating another level of care.

3. The Individual has successfully acquired the skills necessary to move into a more  
independent placement.

4. The Individual, Legal Guardian, or Authorized Representative, if appliable, requests a discharge from the program.

5. The current Sponsored Residential home is no longer suitable for the Individual, and the program does not have an appropriate home for the Individual to move to.

It is the goal of the program to preserve the family atmosphere and home life for the individual and the Sponsor at all times; however, VCSB retains the right to terminate the contract with a Sponsor at any time. The individual, their Legal Guardian or Authorized Representative, as applicable, and the Sponsor is notified immediately by the Sponsored Residential program.

The Individual or their Legal Guardian or Authorized Representative, as applicable may appeal the decision to discharge by following the VCSB Grievance Procedure and/or the Medicaid Appeal Process

The Individual, their Legal Guardian or Authorized Representative, as applicable, is notified in writing by the Sponsored Residential Program no later than 10 days prior to the discharge. In an emergency discharge, where an immediate move is necessary, all parties are notified on the day of the discharge or as soon as feasible depending on the time the discharge occurs.

A formal discharge document with information pertaining to the care of the Individual is given to the new Sponsor or caregiver and a copy is kept in the Individual’s chart.

Sponsored Residential Program staff must complete Transfer/Discharge Instructions which are delivered on or before the transfer day, and a SR Transfer/Discharge form located in the EHR (Electronic Health Record) within 30 days of the discharge.

**Transfer Policy:**

Transfer from one Sponsored Residential home to another within the program is based upon one or more of the following conditions:

1. The Sponsor becomes unable to continue in their role.

2. The Individual, Legal Guardian or Authorized Representative, if applicable, requests to move and the individual’s team agrees with the transfer expresses a desire to move and the Individual’s team agrees with the transfer.

3. Changes have occurred within the Sponsor family and/or household which have a  
negative impact on the Individual.

4. Changes have occurred that effect the ability of the Sponsor to meet the needs of  
the Individual.

5. The Sponsor has failed to provide an appropriate home life for the Individual or  
has failed to maintain regulatory guidelines and requirements.

It is the goal of the program to preserve the family atmosphere and home life for the  
individual and the Sponsor at all times; however, VCSB retains the right to terminate the  
contract with a Sponsor at any time. The Individual, their Legal Guardian or Authorized Representative, as applicable and Sponsor is notified immediately by the Sponsored Residential program.

The individual, The Individual, their Legal Guardian or Authorized Representative, as applicable is notified in writing by the Sponsored Residential Program no later than 10 days prior to the transfer. In an emergency discharge, where an immediate move is necessary, all parties are notified on the day of the discharge or as soon as feasible depending on the time the discharge occurs.

A formal discharge document with information pertaining to the care of the Individual is given to the new Sponsor or caregiver and a copy is kept in the Individuals EHR (Electronic Health Record).

Sponsored Residential Program staff must complete Transfer/Discharge instructions which are delivered on or before the transfer day and a SR Transfer Discharge form located in the HER (Electronic Health Record) within 30 days of transfer.