



## DEVELOPMENTAL SERVICES

# SPONSORED RESIDENTIAL PROGRAM

## THE PROCESS

The Sponsored Residential Services Supervisor typically receives a phone call from an interested person requesting information about the program and becoming a provider. The supervisor relays general information about the program and answers questions. The supervisor then directs them to [vcsbsponsoredresidential.org](http://vcsbsponsoredresidential.org) to review information and to obtain forms.

Once the application, letter of interest, references, reference letters, driving record release, confidentiality form and Sworn Disclosure Statement have been returned, the supervisor reviews them. If the basic requirements appear to be met, an interview is scheduled. If a husband and a wife are both interested in cosigning a contract, they will be required to interview separately.

Following the interview, if the applicant appears to be suitable for becoming providers, the Sponsored Residential Services Supervisor sets up an appointment with staff in the VCSB Human Resources Department for everyone in the household age 18 or older to be fingerprinted for a criminal history background and to complete the Central Registry (CANIS) background check. Fingerprints done at the Staunton Police Department can speed up the turnaround time. If the background checks return with no concerns, a home inspection is scheduled to assure the appropriateness of the environment to ensure that the home meets Department of Behavioral Health and Developmental Services (DBHDS) Licensure requirements. The Sponsored Residential Services Supervisor conducts this inspection. If there are needed modifications or corrections to the home, these will be presented to the potential Sponsor in writing. Once the noted items have been addressed, the Sponsored Residential Services Supervisor completes a second inspection.

Once the home has been reviewed and approved as a potential site, the Sponsored Residential Services Supervisor schedules trainings for the potential Sponsor. These trainings include First Aid, CPR, Human Rights, Infection Control, False Claims, TOVA and Medication Administration. The Sponsored Residential Services Supervisor or the Sponsored Residential Support Specialist then meets with the potential Sponsor to review the Orientation Manual for Direct Support Professionals, take the test and complete the orientation to the program and the required documentation. The potential Sponsor begins completing the required competencies (must be completed within 120 days).

After all trainings are completed the Sponsored Residential Services Supervisor submits a request to the DBHDS Licensing Specialist to approve and add this home to the license. The DBHDS Licensing Specialist then sets up a time to conduct another home inspection. This can take up to 6 to 8 weeks from the time they received the packet. If the DBHDS Licensing Specialist approves the home, a contract is signed and a request is made by VCSB to associate the home with the Local Human Rights Committee via a formal letter.

Placement of an individual in a home depends on several variants:

- That the individual can be safely served by the program based on their medical, social, and behavioral needs
- That there is an available home and Sponsor that can address the individual's specific needs
- That the Sponsor, the individual, and others involved, agree that it appears to be a good match

This process takes time so it may be several months before a placement is made. Therefore, it is important that the Sponsor continue their normal employment or are otherwise able to support themselves until a placement is made.

When an individual is referred to the program through Support Coordination and the program determines that the individual is appropriate for services and that the program has the capacity to serve the individual, the Sponsored Residential Services Supervisor reviews the available openings for potential homes that may be of interest to the individual. The Sponsored Residential Services Supervisor, the Support Coordinator, and possibly a Community Living Specialist (CLS), takes the individual, and his/her guardian or authorized representative (AR) if applicable, to visit all possible options, giving the individual a choice of where and with whom they wish to live.

Once the individual, or his/her guardian or authorized representative (AR) if applicable, identifies a home he/she would like to visit again, the Sponsored Residential Services Supervisor schedules additional times for the individual to visit that home and family. Both the individual and the sponsor family are given time to be sure that they wish to live together and that the family wants to provide the required services. During the visits, the sponsor also assesses the individual's skills and abilities to determine if they feel that they are able to meet their needs. If both the sponsor and the individual continue to feel that the placement is a good match, more visits are scheduled, including overnights.

Once the placement has been determined, the Support Coordinator schedules a meeting with the individual, his family, authorized representative (AR) or guardian if applicable, the Sponsor and the CLS. The purpose of the meeting is to schedule a target move-in date, to determine outcomes for the individual. Some of these placement steps may need to be omitted in the event of an emergency placement. During an emergency placement, the individual and the Sponsor continue to have the option to make the placement permanent or to find a more appropriate placement needed.

Once the move-in date is scheduled, the Sponsored Residential Services Supervisor, CLS, Support Coordinator and the Sponsor work together with the individual, his family, authorized representative (AR) or guardian if applicable, to make moving arrangements for the individual's personal belongings. The CLS and the Sponsored Residential Support Specialist complete all required paperwork and submit for authorization of services. During the first month of placement, a member of the Sponsored Residential Program staff visits weekly.