

MEMORANDUM

Date: July 18, 2018

From: Chris M. O'Neill, Quality Management Team Leader, Developmental Disabilities Services Division (DDSD) and Andre Courcelle, Quality and Provider Relations Program Director, Adult Services Division (ASD)

To: Developmental Disabilities Services Agency Directors, DDSD Team Members, Directors of ASD Adult Family Care (AFC) and Traumatic Brain Injury (TBI) Services Agencies, ASD Team Members

RE: Timeline for Provider Agencies to correct all deficiencies identified during Housing Safety and Accessibility Inspections

It has always been the expectation that housing safety and accessibility home inspections would occur, and all deficiencies identified during an inspection be corrected before the individual, receiving services funded by the Department of Disabilities, Aging and Independent Living, moves into a shared living home. For numerous reasons, the actual practice has been for the home inspection to have occurred as required, but the corrections not completed for an additional 30 days or more while the individual is living in the home. Currently less than 10% of the homes inspected successfully pass the initial housing safety and accessibility inspections. That means that 90% of the homes require some level of correction. The deficiencies must now be corrected before the individual moves into the shared living provider's home.

We understand this shift will take time to enact, especially for the DDSD provider agencies/homes. However, for the ASD-funded TBI and AFC homes, the inspection must be completed prior to an individual moving into a home. This includes correcting all deficiencies identified in the housing safety and accessibility inspections.

For the DDSD shared living homes, we recognize that the current practice is to have the home inspection completed within 30 days of the individual moving into the home, and that agencies are working toward having the inspections completed prior to the individual moving into the home. Please make it a priority to have inspections completed, and all identified deficiencies corrected prior to the individual moving into the home.

In addition, the agency must assign a knowledgeable staff person to perform a preliminary inspection of the home which requires reviewing the inspection checklist with the prospective home provider to

identify any safety issues prior to the individual moving into the home. Preferably, the agency will assign this responsibility to a staff person who has completed the Housing Safety Inspection trainings provided by the Inspection Contractor and is the agency's main contact with the Contractor and DAIL for the Housing Safety and Accessibility Inspections. The preliminary inspections, conducted by agency staff, are intended to identify deficiencies so that corrections can be made before the initial inspection by the Contractor occurs, thus eliminating some of the stress and uncertainty of the inspection process.

After becoming aware of a delay of 90 or more days before deficiencies were corrected in a home, we are eliminating the 60 and 90-day reminder letters previously sent to agencies by DAIL. Effective **September 1, 2018**, home providers, with support from their agency, are required to correct all identified deficiencies within 30 days of receipt of the completed inspection report reflecting the deficiencies. If DAIL does not receive notice that the deficiencies have been corrected by the end of the 30-day timeframe, DAIL will send a final letter notifying the Provider Agency that unless the deficiencies are corrected within the following 30 days, the process to suspend the agency's ability to bill HCBS for the home will be initiated.

Please contact Chris O'Neill for questions pertaining to inspections of DDS homes and corresponding deadlines, and Andre Courcelle for questions pertaining to inspections of ASD/CFC AFC or TBI homes and the corresponding deadlines.