

HOST HOMES

12.01 Provider Agency Host Home Oversight

(Rev. 4/1/17)

Written policy, procedure and practice document the oversight of the sub-contracted Host Home site by the provider agency.

Reference:

DBHDD Policy 02-704, Host Homes (HH)/Life-Sharing Policy

DBHDD Provider Manuals for Community Developmental Disabilities Providers

#	Criteria	Deficient Practice	Effect / Outcome
1	The provider agency has a policy in place and substantially practiced that addresses, at a minimum, monitoring of the sub-contracted Host Home to ensure compliance with DBHDD policy and the DBHDD Provider Manual for Community Developmental Disabilities Providers.		
2	The provider agency is also the provider of other CRA services (the owner of a licensed Personal Care Home (PCH) or Community Living Arrangement (CLA)).		
<i>The provider agency documents a Host Home study report that includes, at a minimum:</i>			
3	A general health examination of each member living in the potential Host Home		
4	Evidence of screening for tuberculosis and communicable disease for each member living in the Host Home		
5	Criminal records check and clearance for all adults age 18 or older living in the potential Host Home		
6	A minimum of 3 character references for the primary caregiver in the Host Home		
7	Proof of homeowner/renter insurance or personal property insurance		

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8	Statement as to whether or not there are firearms in the home		
9	Documentation of home ownership (ex. current mortgage statement) or renter's lease in the name of the Host Home provider		
10	The signature and date of a designated employee of the agency or professional under contract with the agency and the Agency Director or Developmental Disabilities Professional (DDP)		
11	A signed statement from the potential Host Home provider indicating the receipt and review of the Operational Standards for Host Home/Life-Sharing and the Policy for Enrolling, Matching and Monitoring Host Home/Life-Sharing sites for DBHDD Developmental Disabilities Community Providers		
12	The Host Home study report is updated as changes occur or when there is a vacancy to be filled.		
13	The provider agency conducts Host Home site visits at least monthly to verify that the Host Home site is delivering care, room and watchful oversight in a safe and healthy environment. The site visits include oversight of the following, at a minimum: (1) availability of services, supports, care and treatment, including the service needs addressed in the ISP; (2) protection of human and civil rights; (3) medication storage and administration practices; (4) documentation to ensure that it is person-focused; (5) information and documentation management to ensure it is protected, secure, organized and confidential; (6) a review of the environment to ensure that it demonstrates respect for the individual(s) served and is appropriate to the supports provided, including, at minimum, the physical environment, review of disaster and fire safety plan, required training, community inclusion, personal funds, and vehicle transportation requirements.		

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14	The provider agency conducts an overall assessment of the Host Home site annually. The annual assessment includes an summary of the monthly site visit reports to measure overall compliance and ensure corrective actions were taken.		
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12.02 Host Home Site Leadership and Organizational Practices

(Rev. 4/1/17)

The Host Home site is operated in such a manner to ensure an environment respectful of the individual served and the provision of necessary supports.

Reference:

DBHDD Policy 02-704, Host Homes (HH)/Life-Sharing Policy
 DBHDD Provider Manuals for Community Developmental Disabilities Providers

#	Criteria	Deficient Practice	Effect / Outcome
1	The Host Home site is occupied by the owner or lessee, who is not an employee of the same community provider that provides host home/life sharing services by contract with the Division of Developmental Disabilities.		
2	Host home individual/family does not manage the day to day operations of another residential location.		
3	The Host Home does not hold a PCH or CLA license.		
4	A copy of each monthly visit conducted by the provider agency and written summary of corrections made is maintained in the Host Home site.		
5	A copy of the provider agency's annual assessment and written summary of corrections made is maintained in the Host Home site for at least one year.		
6	The adult family member in the Host Home is responsible for the 24-hour care of the individual served.		

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12.03 Host Home Site Environment

(Eff. 2/1/16)

The Host Home has a system to maintain the cleanliness, maintenance and safety of the home environment.

Reference:

DBHDD Policy 02-704, Host Homes (HH)/Life-Sharing Policy

#	Criteria	Deficient Practice	Effect / Outcome
1	All firearms in the home are unloaded, secured and locked in a cabinet with ammunition stored in a separate locked cabinet. If firearms are stored in an official gun cabinet, ammunition may also be stored in the same official gun cabinet. However, the ammunition must be kept in a locked container or locked in a separate compartment of the gun cabinet.		
2	The yard surrounding the home is safe and maintained. The outside walkway that is used by individuals is free from ice, snow, obstructions and other hazards.		
3	Trash is removed from the premises on a routine basis.		
4	Floors, walls, ceilings and other surfaces are free of hazards, as determined by the needs of the individual resident.		
5	Stairways, halls, doorways and exits from rooms and from the home are not unobstructed. No interior locks, keyed locks or dead bolts in the host home/life-sharing residence prohibit free access to exit from the home.		
6	Flammable and combustible supplies and equipment are utilized safely and stored away from heat sources.		
7	Furnaces and filters are cleaned and replaced at least annually. Written documentation of the cleaning or changing of filters will be maintained.		
8	Portable space heaters that are not permanently mounted or installed are not present.		

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9	The use of wood and coal burning stoves is permitted only if the stove is inspected and approved for safe installation by a licensed and/or bonded contractor specialized in this area. Written documentation of the inspection and approval is maintained. Wood and coal burning stoves, including chimneys and flues, are cleaned at least every year. Written documentation of the cleaning is maintained.		
10	If natural gas or heating oil is used to heat the residence, or if a wood-burning fireplace is in the residence, the Host Home has a carbon monoxide detector certified by Underwriters Laboratories.		
11	The fireplace is securely screened and/or equipped with protective guards while in use.		
12	For Host Homes that allow smoking, smoking is prohibited in any area where flammable liquid, gases or oxidizers are in use or stored; smoking is prohibited in bed; and, smoking is supervised unless unsupervised smoking is documented in the ISP.		
13	The Host Home site is protected with smoke detectors listed by Underwriters Laboratories, Inc. in the attic and that are audible in the sleeping room. Each smoke detector is tested each month to determine if the detector is operable.		
14	There is at least one operable 5 pound multipurpose ABC fire extinguisher on each floor, including basements. The fire extinguisher(s) are in accessible locations. The fire extinguishers are examined monthly to determine that: (1) fire extinguishers are accessible and in a designated location; (2) seals or tamper indicator are not broken; (3) the extinguishers have not been physically damaged; and, (4) the extinguishers do not have any obvious defects.		

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15	Fire drills are conducted every month at alternate times. At least two drills per calendar year are conducted during sleeping hours. All fire drills are documented and kept readily available.		
16	The individuals' bedrooms are not located in basements, attics, stairway, halls or any room commonly used for other than bedroom purposes. The bedroom has at least one exterior window that permits a view of the outside.		
17	Bedroom windows have clean and/or operable drapes, curtains, shades, blinds or shutters.		
18	Bedroom(s) have doors at all entrances for privacy.		
19	Each individual has the following in their bedroom: (1) a permanent bed (not cot or portable) of size appropriate to the needs of the individual; (2) clean, comfortable mattress and solid foundation; (3) clean bedding; including a pillow, linens and blankets appropriate for the season; (4) a chest of drawers; (5) a closet or wardrobe space with clothing racks and shelves accessible. An individual may not share a bedroom with anyone of an opposite sex in the home.		
20	Windows, including windows in doors, are securely screened. Screens, windows and doors are in good repair.		
21	Interior stairways exceeding two steps are accessible to individuals. Exterior stairways exceeding two steps and ramps have a well-secured handrail.		
22	There is at least one toilet and one bathtub or shower in the home. Privacy is provided for toilets, showers and bathtubs by partitions or doors. At least one bathroom area has a sink, wall mirror, soap, toilet paper, individual clean paper or cloth towels and a trash receptacle.		
23	A clean washcloth, bath towel and operable toothbrush is provided for each individual.		

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24	The home has a kitchen area with a clean and operable refrigerator, sink, cooking equipment and cabinets for storage.		
25	Individual bed linens, towels, washcloths and clothing are kept clean.		
26	Swimming pools are inaccessible to individuals when the pool is not in use.		
27	The Host Home site has hot and cold running water under pressure. Hot water temperatures in bathtubs and showers that are accessible to individuals are within 110 to 120 degree Fahrenheit.		
28	Heating and air conditioning systems are operational and maintained to provide adequate heat and air conditioning throughout the home.		
29	The Host Home site has an operable telephone that is easily accessible. The individual has adequate privacy while using the telephone. The telephone is immediately available in case of emergency. Telephone numbers of the nearest hospital, police department, fire department, ambulance and poison control center are readily accessible in the home.		
30	The Host Home site has a first aid kit that includes antiseptic, an assortment of adhesive bandages, sterile gauze pads, tweezers, tape, and scissors.		
31	Clean conditions are maintained in all areas of the home. There is no evidence of infestation of insects or rodents in the home. Chemicals must be selected, stored and used safely. The chemical must be selected on the basis of the pest involved and used only in the manner prescribed by the manufacturer.		
32	Living areas, dining areas, individual bedrooms, kitchens and bathrooms are ventilated by at least one operable window or by mechanical ventilation. Exceptions are homes with theater rooms.		

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33	Poisonous materials are locked or inaccessible to individuals if all individuals living in the home are unable to safely use or avoid poisonous materials. Poisonous materials will be stored in their original, labeled containers in an area away from medication storage areas and from food preparation.		
34	The Host Home site has accommodations to ensure the safety and reasonable accessibility for entrance to, movement within and exit from the home for individual's with physical disabilities. Adaptive equipment is provided if needed for the individual to move about and function in the home (i.e., wheelchairs, walkers, low shelves, cabinets, countertops, special doorbells and telephone devices for individuals who have a hearing impairment, and tactile guides for individuals who have visual impairment).		