



PLACEMENT REVIEW TEAM AND RESIDENTIAL RECOVERY PROGRAM WAITLIST PROTOCOL

GUIDING PRINCIPLE

We are committed to a culture of recovery throughout our systems of care, in our interactions with one another, and with those persons and families who trust us with their care.

OVERVIEW:

The Department shall implement the waitlist protocol outlined below for its residential recovery program (RRP). The placement review team (PRT) will monitor, maintain, and update the movement of consumers on the Department's Residential Recovery Program (RRP) waitlist.

DEFINITIONS:

- **Placement Review Team (PRT):** Designated representatives from the Department who monitor the movement of consumers on the RRP Waitlist.
- **Lead Provider:** Predominant service provider.
- **Legal Guardian:** A person appointed by the Court, who has a duty to care for the personal and/or property interests of an incapacitated adult, in order to ensure that the individual's health, safety and welfare needs are adequately provided. Also referred to as, guardian.
- **Dual Diagnosis:** Consumers with documented Intellectual Disabilities (ID)/Developmental Disabilities (DD) and mental illness (MI) diagnoses.
- **Residential Recovery Program (RRP) includes:** All homes operated by DMHSA staff and the Community Apartment Program (CAP).

STANDARDS OF CARE:

- The Department is committed to ensuring the RRP waitlist is regularly reviewed by the PRT to guarantee that consumers are placed in an appropriate and safe manner and that placements are adequate to meet the needs of each consumer.
- Consumers with primary intellectual disabilities/developmental disabilities and consumers with primary mental illnesses shall not be placed in the same bedroom.
- Consumers with a history/known predatory behavior shall not share a bedroom with other consumers.

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- Under no circumstances will the speed or type of placement be governed by anything other than the interest of the consumer being placed.
- Professional judgment shall not be influenced by the availability of RRP homes.
- Consumers currently on the AIU will be prioritized on the RRP waitlist to ensure prompt placement in an appropriate living situation.

PROTOCOL:

- The consumer's Multidisciplinary Treatment Team (MDTT) shall complete an MDTT evaluation.
- If the MDTT determines residential placement is needed, based on the MDTT evaluation and clinical judgment, the MDTT shall complete an Individual Transition Profile form (ITP).
- A treatment team member shall complete the Internal Referral for Service Form (IRSF).
 - A copy of the MDTT evaluation and ITP form shall be attached to the IRSF.
- A copy of the IRSF shall be forwarded to the PRT.

Priority:

- DMHSA has established the following system for determining priorities within the RRP waitlist and the PRT will utilize the following to rank order individuals for placement:
 - Consumers currently on the Inpatient Unit (IU) requiring a residential level of care as recommended by the Multidisciplinary Treatment Team shall be the highest priority for placement.
 - Consumers newly recommended by the Multidisciplinary Treatment Team for residential placement
 - All things equal, the consumer waiting the longest will receive the next placement.
- The PRT will change the ranking of the consumer(s) currently on the waitlist based on the updates from the consumer's lead provider including, information on current living situation and social supports and changes in the consumer's functioning and mental status.
- To ensure that immediate residential placement meets the needs of the consumer, an emergency PRT may be held if there is an emergent need to place a consumer and the IU is not the most appropriate option.

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PRT Members:

- The core members of the PRT will include the residential administrator (RA) or designee and chief psychologist or designee. Other providers who provide services to consumers referred for placement or currently on the waitlist shall participate, when necessary.

Contact with Consumers on the Waitlist:

- All consumers on the RRP waitlist shall be seen in person at least every thirty (30) days by their lead provider for the purpose of determining the following:
 - The current needs of the consumer;
 - The continued interest/willingness of the consumer to receive residential placement;
 - If the consumer has begun receiving alternative services from another provider and no longer needs residential placement; and
 - To inform the consumer of their current position on the RRP waitlist.
- If the consumer cannot be contacted in person, the consumer's lead provider must document the result of phone call attempts.
 - If the consumer does not have a working phone number and there are no alternative phone numbers listed, a letter will be sent to the consumer's last known address. The letter will indicate that if the consumer fails to respond within fifteen (15) working days from the date on the letter, they will be removed from the Waitlist.
 - A copy of the letter shall be placed in the consumer's medical record.
 - If the consumer does not answer the phone, the staff must make two (2) more phone call attempts within five (5) days from the first phone call attempt, before sending a letter.

Contracted Providers:

- Contracted providers shall be informed of this protocol and shall be required to abide by it to ensure their waitlist(s) move at a reasonable pace and to ensure that residential services are provided in conformity with the API.

Quality Management:

- At the end of every PRT meeting, the Residential Waitlist Report Worksheet (RWRW) will be updated.
 - The RWRW can be used as a guide to create the performance data reports.
- The RA is responsible for maintaining and summarizing data from the RWRW and fulfilling reporting requirements.

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- Residential Waitlist performance reports will track the following:
 - The total number of consumers on the Waitlist; separated by mental illness (MI), intellectual disability (ID)/ developmental disability (DD), or dual-diagnosis;
 - The number of consumers on the list for over thirty (30), sixty (60), ninety (90), and one-hundred and twenty (120) days or more;
 - The number of consumers added and removed from the Waitlist;
 - The percent of reduction in the Waitlist
 - The percent of occupancy for the residential beds

FORMS

- Residential Waitlist Report Worksheet (RWRW)

REFERENCES

- Amended Permanent Injunction Filed June 30, 2005

APPROVED:  _____ Wilfred Aflague Director	Date:  _____
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