

# Statewide Site/Vacancy Information Reporting Form Instructions



The purpose of the Provider Profile form is to capture a snapshot of provider sites and to update vacancy information for each site. Providers must initially complete this form and submit it to their Designated Referral Contact (DRC) at their local County Developmental Disabilities Program (CDDP). The CDDP will review Provider Profile forms and submit to ODDS. This means – if a provider operates multiple sites, each provider will have several forms to complete (one per site) and may submit them to different CDDPs, based on site location.

During the CDDP review process, the CDDP may contact the provider to review their submitted form, and to discuss edits or additional information. CDDPs may **not make** changes to the Provider Profile form without discussing the changes with the provider first. [This form](#) can be submitted by individual section updates or as a whole “new site form”.

## Top of form

Check a box or boxes that best reflects the information provided on the form.

- New site form (All new and initial profiles **must** be submitted to the DRC first)
- Update to Section I – Agency/Provider Information
- Update to Section II – Vacancy Reporting
- Update to Section III – Site Information

Enter the date the form is **submitted** to the CDDP representative. This date will also be put on the vacancy list to indicate the last date the form was updated.

## Section I: Agency/Provider Information

- 1.1 Enter the type of provider based on the license for the site or certificate for the program.
- 1.2 Enter the name that is on the licensing certificate.
- 1.3 Enter the actual site address. **This address will not appear** on the vacancy list that is distributed by ODDS twice each month. It is for internal identification purpose only.
- 1.4 Enter the address that all mailing correspondence will go to—this **does not** have to be the same as the Site Address. **This address will not appear** on the vacancy list that is distributed by ODDS.
- 1.5 Enter a website where individuals, case managers and families can gather more

information about your agency. If you don't have a website you can leave this section blank.

- 1.6 Enter the contact information for the person a case manager can contact regarding a referral they may be sending.
- 1.7 Enter the primary contacts phone number. This number needs to be one that is checked and monitored regularly.
- 1.8 The e-mail address must be one where all referral packets and correspondence are sent. This e-mail will also be added to the distribution list to receive the vacancy report twice monthly.

## Section II: Vacancy Information

Use this Section to report updates when vacancies have been **filled** and when new ones are **available**. If the site has a vacancy, but the provider does not intend to fill the vacancy, do not report it as available. When reporting a vacancy change—a provider may submit **directly** to ODDS.

- 2.1 If reporting the information for a Provider Owned, Controlled and Operated Supported Living Program, report whether referrals are being accepted.
- 2.2 If reporting the information for 24-hour agencies or foster homes, report the number of available vacancies currently at the specific site.
- 2.3 Describe whether the vacancies are in private or shared bedrooms. If there are multiple vacancies, both private and shared, choose “both”. If there are multiple vacancies and they are all either private OR they're all shared, choose the answer that best describes the vacancies.
- 2.4 Describe the location of vacancies in the home. If there are multiple vacancies on different levels of the home, choose “mixed”. If all vacancies are on a one level of the home, choose the answer that best describes their location.
- 2.5 Report if there are vacancies in the home that are specifically kept/held open for respite/relief care.

## Section III: Site Information

Questions in Section 3 can be answered by referring to the Focus of Support Table—you can click the links in the questions to take you to the table and code definitions.

**Not all** questions in Section 3 relate to the Focus of Support Table.

- 3.1 **Licensed bed capacity:** Enter the number of total beds licensed at the site **(not the number of beds that are vacant)**
- 3.2 **Gender supported:** Choose an option that best describes the gender supported at this site. Choose all options that apply.

- 3.3 Fire sprinkler system:** Answer yes or no to whether the site is equipped with a fire sprinkler system.
- 3.4 Accessibility:** [Click here](#) to be taken to the accessibility code definitions.
- 3.5 Setting:** Choose a setting location that best describes the site. **Urban:** located in a city or town; **Suburban:** located on the outskirts of a city; **Rural:** located in the country side.
- 3.6 Housing Model:** Choose a model that best describes the type of housing.
- 3.7 Crisis Placement Ready:** [Click here](#) to be taken to the crisis stabilization code description section.
- 3.8 Temporary Placement accepted:** Will the site accept a person who only needs a temporary **or** short-term stay in the home? The person may need to stay longer than 2 weeks, but likely not longer than 2 months.
- 3.9 Relief Care:** Does this site provide relief care?
- 3.10 Nursing available on staff:** If there is a staff member who is **licensed** or has the **required qualifications** – select the best response.
- 3.11 Medical support level:** [Click here](#) to be taken to the medical support level code definitions.
- 3.12 Behavioral support level:** [Click here](#) to be taken to the behavioral support level code definitions.
- 3.13 Memory care support level:** [Click here](#) to be taken to the memory care support level code definitions.
- 3.14 Mental health support level:** [Click here](#) to be taken to the mental health support level code definitions.
- 3.15 Sexualized behavior support level:** [Click here](#) to be taken to the sexual behavior risk support level code definition.
- 3.16 Drugs and alcohol/substance abuse support level:** [Click here](#) to be taken to the substance abuse support level code definitions.
- 3.17 Ages:** select the age range that the site is licensed or certified for and can support.
- 3.18 Children in home:** Describe when children may live or be present in the home (if any). Consider children that may have been placed by DD or Child Welfare.
- 3.19 Language(s) spoken in the home:** List languages that are spoken in the home, include American Sign Language if applicable.
- 3.20 Pets in home:** Do the providers have pets in the home?

- 3.21 Resident pets:** Is it okay for residents to bring and keep pets on site? Individuals would be responsible for pet responsibilities. This would/could be outlined in a residential agreement.
- 3.22 Smoking/non-smoking:** Is there an outdoor area where either the residents or staff may smoke? This would/could be outlined in a residential agreement.
- 3.23 Cannabis use:** Give a response if residents may use cannabis on site. The resident would use it independently or supported by someone other than a Medicaid provider. Remember that cannabis can be consumed in many different forms. This would/could be outlined in a residential agreement.
- 3.24 Alcohol use:** Indicate if alcoholic beverages are permitted to be consumed on site. This would/could be outlined in a residential agreement.
- 3.25 Public transportation:** Select the best response for public transportation around the site.
- 3.26 Photos of site:** Indicate if there are photos of the site available upon request. A provider should ensure that no individuals receiving services are in the pictures without consent.
- 3.27 Additional information:** Provide any additional information individuals who are looking at your site might find helpful, or any additional information such as: what types of activities other residents are interested in, how active the home is, and what local community-based activities are near the site for residents to access.

## Focus of Support code definitions

Read the “Descriptions” below under each of the nine “Focus of Support” Tables. Each description has a **code**. After reading each description carefully, choose the code for **the description that best describes** the specific home site. Do this for each of the 8 tables. The descriptions will not be an exact match for the specific home. Choose the one that **most closely** matches the specific home. Text that appears ***italicized*** and is identified with a **red** bullet point is generally not relevant to Supported Living Programs, unless the program offers provider-owned or provider-controlled housing.

The terms “home” and “site” have the same meaning in these descriptions. The terms “individual,” “people,” and “residents” have the same meaning in these descriptions.

## Accessibility (Question 3.4)

Code	Description
<b>A0</b>	<ul style="list-style-type: none"><li>● <i>Not accessible from outdoors without more than 2 steps;</i></li><li>● <i>Outside yard area not accessible for people with ambulation challenges.</i></li><li>● <i>Inside of home not accessible, with narrow doorways, multiple steps, and small bathrooms;</i></li><li>● <i>May or may not be entirely ground level.</i></li></ul>
<b>A1</b>	<ul style="list-style-type: none"><li>● <i>Access for someone who can manage 1-2 outside steps with or without assistance; 36" wide entrance and at least 32" clearance for doorways and halls;</i></li><li>● <i>Access to at least 1 resident bedroom, bathroom, kitchen and congregate areas on ground level;</i></li><li>● <i>Ample bathroom space for individual and 1 caregiver together, shower or tub grab bars and space for shower chairs; raised toilet or space to use raised commode over toilet;</i></li><li>● <i>Indoor floor surfaces are not slippery or uneven; most outdoor walkways are not uneven; some outdoor walkways at least 42" wide; outside overhead shelter from rain or sun; sufficient outdoor lighting;</i></li><li>● <i>Levered door handles;</i></li><li>● <i>MAY have accessible kitchen, food prep/storage features, but these options are not required to choose this (A1) code.</i></li></ul>

Code	Description
<b>A2</b>	<ul style="list-style-type: none"> <li>● Fully (or near fully) ADA accessible for power wheelchairs; all resident bedrooms, bathrooms, and congregate areas on ground level;</li> <li>● Large roll-in shower, accessible bathroom counter tops and faucets;</li> <li>● Congregate indoor space (more than 1 area) large enough for mobility equipment;</li> <li>● May include ceiling track system for lifts, etc.;</li> <li>● Toilet grab bars; raised toilet seats or able to accommodate raised commode;</li> <li>● Accessible cabinets, sinks, or faucet controls in bathrooms.</li> <li>● Existing or space for raised garden beds; 48" wide outdoor walkway; outside overhead shelter from rain or sun; good outdoor lighting;</li> <li>● Accessible outdoor recreation area or equipment;</li> <li>● Outdoor area for wheelchair lift vans to pick up residents; Home MAY provide wheelchair vehicles.</li> <li>● MAY be equipped with strobe light fire alarm;</li> <li>● MAY have accessible kitchen, food prep/storage features, but this is not required to choose this (A2) code;</li> <li>● Bedrooms large enough to make space for equipment; MAY offer adjustable beds for residents, but not required.</li> </ul>

### **Crisis Stabilization (Question 3.7)**

<ul style="list-style-type: none"> <li>● When site has a vacancy, home can quickly provide enough qualified staff to accept an individual within 48-hours, if required information and documentation about the individual is available for review in advance;</li> <li>● <b>Licensed/certified provider or House manager and at least 2 full time direct care staff have at least 2 years of successful work experience supporting at least 2 individuals with I/DD and serious disruption in their lives;</b></li> <li>● Provider is prepared for health related or behavior related crisis stabilization supports, or both;</li> <li>● <b>Licensed/certified provider or House manager and at least 1 other full time direct care staff have current OIS-G certification;</b></li> <li>● Home can quickly obtain RN delegation or home is operated by an RN;</li> </ul>
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- **Licensed/certified provider or House manager and at least 1 full time staff have** recent (most recent 4 years) training in 1 or more of the following:
  - 1) Trauma-Informed Care;
  - 2) Collaborative Problem Solving;
  - 3) Fetal Alcohol Effect;
  - 4) Memory Care;
  - 5) Autism Supports
- **Licensed/certified provider or House manager and most staff have 2 years of full time** successful experience supporting residents who have suffered trauma;
- **Licensed/certified provider or House manager and most staff have** successful experience with neighbors and law enforcement in the community;
- **Licensed/certified provider or House manager and most staff have** recent (most recent 4 years) training in “Mental Health First Aid,” or Suicide Prevention.
- **Licensed/certified provider or House manager and most staff have** strong understanding of Person-Centered practices;
- **Licensed/certified provider or House manager and some staff have at least 2 years** of full time work experience and training in diverse cultures, generations, ethnicities, religions, and sexual orientations;
- Staff get ongoing education and skill building in the support of individuals with complex support needs;
- At least 1 private bedroom in home;
- Home can provide overnight awake staffing on 48-hour notice;
- Home willing to consider short term (60 days or less) placements;
- **Licensed/certified provider or House manager** can quickly establish new resident with new medical providers, mental health services, or public-school services as needed.



## Medical (Question 3.11)

Code	Description
M0	<ul style="list-style-type: none"> <li>● <i>If an AFH, not licensed as 2M;</i></li> <li>● <b>Licensed/certified provider or house manager and most direct care staff have fewer than 2</b> years of successful full-time work experience providing medical/health supports in a home setting to at least 2 residents with I/DD.</li> <li>● Home may not have overnight awake staff nightly.</li> </ul>
M1	<ul style="list-style-type: none"> <li>● <i>If an AFH, may or may not be licensed as 2M;</i></li> <li>● <b>Licensed/certified provider or house manager and most staff in home have at least 2 years of full time successful work experience providing frequent health supports in the home to at least 2 residents with I/DD;</b></li> <li>● <b>Licensed/certified provider or house manager and most staff have at least 2 years of full time successful I/DD work experience in:</b> <ul style="list-style-type: none"> <li>» Performing delegated nursing care tasks and following a basic nursing care plan;</li> <li>» Helping with hospital and nursing facility admissions and discharges;</li> <li>» Supporting residents who are resistive to health supports;</li> <li>» Supporting residents with ambulation needs;</li> <li>» Supporting residents with seizures or other neurological needs;</li> <li>» Supporting residents with diabetic needs;</li> <li>» Supporting residents who cannot reliably report pain or injury;</li> </ul> </li> <li>● <b>Licensed/certified provider or house manager and at least 1 full time direct care staff</b> have skills to manage some complex health supports for individuals with I/DD;</li> <li>● All staff are trained in “Fatal 4” curriculum and can implement protocols.</li> <li>● <b>Licensed provider/house manager</b> has some experience working with Health Care Representatives (<i>for adult +providers only</i>);</li> <li>● Home can provide at least 1 overnight awake staff nightly.</li> </ul>



Code	Description
M2	<ul style="list-style-type: none"> <li>● <b><i>If an AFH, licensed 2M only;</i></b></li> <li>● <b>RN or LPN on staff or on contract at site at least once daily for complex medical supports;</b></li> <li>● Site has RN employee or contractor for nursing assessments, nursing care plans, and delegations;</li> <li>● <b>Licensed/certified provider or house manager and most staff have at least 4 years of successful full-time experience providing complex health supports in a home to at least 4 residents with I/DD;</b></li> <li>● <b>Licensed/certified provider or house manager and most staff have at least 4 years of successful full-time experience:</b> <ul style="list-style-type: none"> <li>» Delegating or implementing nursing care plans, tasks and interventions with RN oversight;</li> <li>» Helping with hospital and nursing facility admissions and discharges;</li> <li>» Coordinating complex health supports in the home, such as tube feeding, suctioning;</li> <li>» Communicating with several medical professionals;</li> <li>» Supporting residents who are resistive to health supports;</li> <li>» Supporting residents with ambulation needs;</li> <li>» Supporting residents with seizures or other neurological needs;</li> <li>» Supporting residents with diabetic needs;</li> <li>» Supporting residents with other life-threatening health conditions;</li> <li>» Supporting residents who may not be able to report pain or injury;</li> <li>» Writing clear and complete incident reports.</li> </ul> </li> <li>● All direct care staff demonstrate skill in “Fatal 4” protocols;</li> <li>● Site has at least 1 overnight awake staff;</li> <li>● Site can add more overnight staff, as needed;</li> <li>● Has at least 2 direct care staff or nurses on duty on all other shifts;</li> <li>● Staff get ongoing education and skill building in the support of individuals with complex health support needs;</li> <li>● <i>Site MAY have a backup generator; site is experienced in use of oxygen, may provide bariatric care, and may offer hospital beds.</i></li> <li>● <b>Licensed/certified provider or house manager and most staff</b> have experience working with Home Health and Hospice services.</li> <li>● <b>Licensed/certified provider or house manager has experience</b> working with Health Care Representatives (for adults).</li> </ul>

## Behavioral (Question 3.12):

Code	Description
<b>B0</b>	<ul style="list-style-type: none"><li>● <i>If an AFH, not licensed as a 2B home;</i></li><li>● <b>Licensed/certified provider or house manager and most staff have less than 2 years of successful full-time work experience supporting at least 2 individuals with moderate or intense behaviors that risk harm to themselves or others (physical aggression);</b></li><li>● Licensed/certified provider or house manager may not have training or experience supporting individuals whose behaviors risk property damage;</li><li>● <i>Site may support vulnerable residents who cannot stay safe without significant staff support;</i></li><li>● Site and direct care staff may be able to successfully support individuals who wander, isolate, or perseverate.</li><li>● <b>Licensed/certified provider or house manager and most staff</b> may have general understanding of Positive Behavior Support philosophy, but not much training or experience with Positive Behavior Support strategies;</li><li>● Some staff may be OIS-G certified.</li></ul>

Code	Description
B1	<ul style="list-style-type: none"> <li>● <i>If an AFH, may or may not be licensed as 2B;</i></li> <li>● <b>Licensed/certified provider or house manager and most full time direct care staff are OIS-G certified;</b></li> <li>● <b>Licensed/certified provider or house manager and all direct care staff have at least 2 years of successful full-time work experience in a home setting supporting at least 2 residents with I/DD who</b> <ul style="list-style-type: none"> <li>» Present challenging behaviors that risk harm to themselves or others;</li> <li>» May cause property damage;</li> <li>» May persevere or engage in behaviors that are a barrier to community inclusion.</li> </ul> </li> <li>● <b>Licensed/certified provider or house manager and all direct care staff have at least 2 years of successful full-time work experience doing the following:</b> <ul style="list-style-type: none"> <li>» Implementing Positive Behavior Support Plans <b>for at least 2 individuals;</b></li> <li>» Tracking behavior data;</li> </ul> </li> <li>● <b>Licensed/certified provider or house manager and at least 1 full time staff have:</b> <ul style="list-style-type: none"> <li>» Had recent training in 1 or more of the following—               <ol style="list-style-type: none"> <li>1) Trauma-Informed Care;</li> <li>2) Collaborative Problem Solving;</li> <li>3) Fetal Alcohol Effect</li> </ol> </li> <li>» Competent knowledge of non-verbal communication strategies;</li> <li>» Competent understanding of reactive attachment disorder;</li> </ul> </li> <li>● <i>Vulnerable residents usually do not live in the home; residents can be assisted to safety by staff or can evade physically aggressive situations in the home;</i></li> <li>● <i>Some environmental features may exist in the home to help minimize conflict, agitation, or significant property damage; Some environmental features may exist to enhance residents' sense of calm and safety; for example: fenced yards, soundproofed areas etc.</i></li> <li>● Has at least 1 overnight awake staff nightly;</li> <li>● Staff at the site access ongoing education and skill building for themselves in the support of residents with behavior support needs.</li> </ul>

Code	Description
B2	<ul style="list-style-type: none"> <li>● <i>If an AFH, licensed 2B only;</i></li> <li>● Positive Behavior Support Professional on staff or readily available for Functional Behavioral Assessments and Positive Behavior Support Plans;</li> <li>● OIS instructor on staff or readily available;</li> <li>● <b>Licensed/certified provider or house manager and all direct care are OIS-G certified;</b></li> <li>● <b>Licensed/certified provider or house manager and all direct care staff have at least 4 years of successful full-time work experience in a home setting, supporting at least 4 individuals:</b> <ul style="list-style-type: none"> <li>» With I/DD and challenging behaviors that risk harm to themselves or others;</li> <li>» Who may damage property;</li> <li>» Who may perseverate or engage in behaviors that are a challenge to community integration;</li> <li>» Who require Positive Behavior Support Plans and supports from a Behavior Professional.</li> <li>» Who need their behavior data to be tracked frequently and reported to a Behavior Professional;</li> </ul> </li> <li>● <b>Licensed/certified provider or house manager and most staff have:</b> <ul style="list-style-type: none"> <li>» Recent training in 1 or more of the following:               <ol style="list-style-type: none"> <li>1) Trauma-Informed Care;</li> <li>2) Fetal Alcohol Effect;</li> <li>3) Collaborative Problem Solving;</li> </ol> </li> <li>» Strong understanding of Person-Centered practices;</li> <li>» Strong understanding of non-verbal communication supports;</li> <li>» Strong understanding of reactive attachment disorder;</li> <li>» Successful experience writing incident reports;</li> <li>» Successful experience relating with community corrections officers, police, or Psychiatric Security Review Board (PSRB);</li> </ul> </li> </ul>

Code	Description
<b>B2</b> (cont.)	<ul style="list-style-type: none"> <li>● <i>Some areas of home may be hardened or modified to address risk of property damage, self-harm, or leaving supervised areas;</i></li> <li>● <i>Home may have sound proofing or other modifications to minimize conflict or agitation;</i></li> <li>● <i>Home may have environmental accommodations that enhance residents' sense of calm and safety; for example: fenced yards etc.</i></li> <li>● <i>Home may offer sensory integration features;</i></li> <li>● <i>Home may offer limited access to specific areas, such as kitchens, for residents who need this support;</i></li> <li>● <i>Home has more than 1 congregate area;</i></li> <li>● <i>Alarms exist or can be added in specific areas inside and outside;</i></li> <li>● <i>Good neighbor relationships;</i></li> <li>● <i>All current residents can be redirected to safety by staff or can shield themselves in physically aggressive situations in the home;</i></li> <li>● <i>At least 1 awake overnight staff nightly; all other shifts have at least 2 staff on duty when residents occupy the home;</i></li> <li>● <i>Staff get ongoing education and skill building in the support of residents with behavior support needs.</i></li> </ul>

## Memory Care (Question 3.13)

Code	Description
DM0	<ul style="list-style-type: none"> <li>● <b>Licensed provider or house manager and most staff have fewer than 2 years</b> successful full-time work experience supporting adults with I/DD and memory loss;</li> <li>● <b>Licensed provider or house manager and some staff</b> may have some training in supporting people with dementia or memory loss;</li> <li>● Site does not have special features to help support residents who may wander away from supervision.</li> </ul>
DM1	<ul style="list-style-type: none"> <li>● Licensed provider or house manager and most staff have at least 2 years of successful full-time work experience successfully supporting 2 or more residents who have I/DD and memory loss;</li> <li>● Licensed provider or house manager and most staff have had recent (in the last 4 years) substantial training in memory care supports;</li> <li>● <i>Physical environment is free of safety hazards and can safely support at least 1 resident with memory care needs;</i></li> <li>● <i>Home has some features to help prevent residents from wandering away unnoticed;</i></li> <li>● Licensed provider or house manager and most staff: <ul style="list-style-type: none"> <li>» Understand the stages of dementia or Alzheimer’s disease and the way supports should evolve with each stage;</li> <li>» Recognize and respond to medical/health support needs related to memory care;</li> <li>» Demonstrate strong understanding of Person-Centered practices;</li> <li>» Are skilled in communicating with residents with significant memory loss.</li> </ul> </li> <li>● Home will accept individuals who need moderate ADL supports;</li> <li>● Home willing to consider individuals with fecal smearing behaviors;</li> <li>● “Home culture” demonstrates strong interest in supporting residents to engage in skill-MAINTENANCE, community connections, relationships, and activities valued by the resident;</li> <li>● Staff get ongoing education and skill building in the support of adults with memory care needs;</li> <li>● <i>Home MAY be structured to promote aging in place.</i></li> </ul>

Code	Description
DM2	<ul style="list-style-type: none"> <li>● Licensed provider or house manager and most staff have at least 4 years of successful full-time work experience supporting 4 or more residents who have I/DD and memory loss;</li> <li>● Licensed provider or house manager and all staff have had recent (in the last 4 years) substantial training in memory care supports;</li> <li>● Licensed provider or house manager is certified in OIS-G;</li> <li>● <i>Site's physical environment is free of safety hazards and can safely support at least 2 residents with memory care needs;</i></li> <li>● <i>Home has many features to help prevent residents from wandering away unnoticed;</i></li> <li>● Home will accept individuals who need frequent ADL supports;</li> <li>● Staff get ongoing education and skill building in the support of adults with memory loss.</li> <li>● <b>Licensed provider or house manager and most staff demonstrate:</b> <ul style="list-style-type: none"> <li>» Knowledge of Person-Centered practices;</li> <li>» Skill in communicating with people with significant memory loss;</li> <li>» Skill in successfully following a Positive Behavior Support Plan;</li> <li>» Understanding of stages of dementia or Alzheimer's disease and the way supports should adapt to changes;</li> <li>» Recognition and skill in responding to health and medical support needs related to memory care issues;</li> <li>» Imaginative use of reminiscence and memory supports daily.</li> </ul> </li> <li>● "Home culture" demonstrates strong interest in supporting residents to engage in skill-MAINTENANCE, community connections, relationships, and activities valued by the resident;</li> <li>● <i>Home MAY be structured/adapted to promote aging in place;</i></li> <li>● At least 1 awake overnight staff nightly; all other shifts have at least 2 staff on duty when residents occupy the home.</li> </ul>



## Mental Health (Question 3.14)

Code	Description
MH0	<ul style="list-style-type: none"> <li>● <b>Licensed/certified provider or house manager and most staff have fewer than 2 years of successful full-time work experience supporting 2 or more residents with mental health needs.</b></li> <li>● Some staff may have some training in supporting individuals with both I/DD and mental health needs.</li> </ul>
MH1	<ul style="list-style-type: none"> <li>● <b>Licensed/certified provider or house manager and most staff have at least 2 years of successful full-time work experience supporting 2 or more residents with mental health needs.</b> Examples may include people with depression, anxiety, reactive attachment disorder, ADHD, PTSD, bipolar, schizophrenia, eating disorder, obsessive-compulsive disorder;</li> <li>● <b>Licensed provider or house manager and most staff demonstrate strong knowledge of Person-Centered practices;</b></li> <li>● Will help residents access community mental health resources; OR local community has access to mental health resources.</li> <li>● Will report to prescriber for balancing tests and results of medication changes;</li> <li>● <b>Licensed/certified provider or house manager and at least 1 full time direct care staff have recent training (most recent 4 years) in at least 2 of the following areas:</b> <ul style="list-style-type: none"> <li>» Collaborative Problem Solving,</li> <li>» Trauma-Informed Care,</li> <li>» OIS-G,</li> <li>» Supporting individuals with I/DD and mental health needs,</li> <li>» Psychotropic medications,</li> <li>» Emotional dysregulation,</li> <li>» “Mental Health First Aid,” or</li> <li>» Suicide prevention.</li> </ul> </li> <li>● Staff get ongoing education and skill building in the support of people with mental health needs.</li> </ul>

Code	Description
MH2	<ul style="list-style-type: none"> <li>● <b>Licensed/certified provider or house manager and most staff have at least 4 years of successful full-time work experience in supporting at least 4 residents with mental health needs.</b> Examples may include people with depression, anxiety, reactive attachment disorder, ADHD, PTSD, bipolar, schizophrenia, eating disorder, obsessive-compulsive disorder;</li> <li>● <b>Home may be managed or staffed by providers with QMHA, QMHP, or licensed/certified mental health credentialing;</b></li> <li>● <b>Home site, Licensed/certified provider or house manager and most staff meet “B1” code requirements (see Code B1 above);</b></li> <li>● <b>Licensed/certified provider or house manager and at least 2 other staff have completed recent training (most recent 4 years) in at least 3 of the following areas:</b> <ul style="list-style-type: none"> <li>» Collaborative Problem Solving,</li> <li>» Trauma-Informed Care,</li> <li>» OIS-G,</li> <li>» Supporting individuals with I/DD and mental health needs,</li> <li>» Psychotropic medications,</li> <li>» Emotional dysregulation,</li> <li>» “Mental Health First Aid,” or</li> <li>» Suicide prevention.</li> </ul> </li> <li>● Staff get ongoing education and skill building in the support of people with mental health diagnoses and I/DD;</li> <li>● Will help residents regularly access community mental health treatment supports; local community has mental health supports accessible.</li> <li>● Will report to prescriber for balancing tests and results of medication changes;</li> <li>● <i>Home may consider environmental changes to enhance stability of residents in the home;</i></li> <li>● Home has at least 1 overnight awake staff nightly.</li> </ul>

## Sexual Behavior Risk (Question 3.15)

Code	Description
S0	<ul style="list-style-type: none"> <li>● <b>Licensed/certified provider or house manager and most staff have fewer than 2 years successful full-time work experience supporting at least 2 individuals</b> with inappropriately sexualized behaviors or with risk to sexually offend;</li> <li>● <i>Home may be near school, school bus stop or children’s playground</i></li> <li>● <i>Easily-victimized residents may live in home;</i></li> <li>● May not offer overnight awake staff.</li> </ul>
S1	<ul style="list-style-type: none"> <li>● Licensed/certified provider or house manager and most staff have:</li> <li>● At least 2 years of successful full-time work experience supporting 2 or more residents with risk to sexually offend or with inappropriate sexualized behaviors;</li> <li>● <b><i>If an AFH, home may or may not be licensed as 2B;</i></b></li> <li>● <b>Licensed/certified provider or house manager and at least 1 full time staff have:</b> <ul style="list-style-type: none"> <li>» <b>At least 2 years of full time work experience</b> successfully implementing Positive Behavior Support Plans <b>for at least 2 individuals;</b></li> <li>» <b>At least 2 years of successful full-time experience working with</b> a Behavior Professional and tracking behavior data;</li> <li>» OIS-G certification;</li> <li>» Skill in supporting individuals to have healthy social and sexual relationships;</li> <li>» Competent understanding of reactive attachment disorder;</li> </ul> </li> <li>● At least 1 overnight awake staff on duty nightly;</li> <li>● Staff get ongoing education and skill building in the support of people with sexually risky behaviors.</li> <li>● <i>NO easily victimized residents in home;</i></li> <li>● <i>Home may be able to accept registered sex offenders; is NOT near children’s playgrounds, schools, or school bus stops;</i></li> <li>● <i>May include inside and outside alarms in specific areas;</i></li> <li>● <i>Private bedrooms available</i></li> </ul>

Code	Description
S2	<ul style="list-style-type: none"> <li>● <b>Licensed/certified provider or house manager and most staff have at least 4 years of successful full-time work experience supporting 4 or more residents</b> with moderate or high risk to sexually offend or with inappropriate sexualized behaviors;</li> <li>● <b>If an AFH, home is licensed as 2B;</b></li> <li>● <b>Licensed/certified provider or house manager and most full-time staff have:</b> <ul style="list-style-type: none"> <li>» <b>At least 4 years of successful full-time experience</b> implementing Positive Behavior Support Plans <b>for at least 4 residents;</b></li> <li>» <b>At least 4 years of successful full-time experience</b> working with a Behavior Professional and tracking behavior data frequently;</li> <li>» Current OIS-G certification;</li> <li>» Strong skills in supporting individuals to have healthy social and sexual relationships;</li> <li>» Strong knowledge of sexual offending behavior risk management;</li> <li>» Competent understanding of reactive attachment;</li> <li>» Successful experience with neighbors and law enforcement in the community;</li> <li>» Successful experience relating with community corrections officers, police, or Psychiatric Security Review Board (PSRB);</li> <li>» Successful experience helping <b>at least 4 individuals</b> to comply with court-ordered conditions.</li> </ul> </li> <li>● At least 1 overnight awake staff on duty nightly;</li> <li>● Ability to add a 2nd overnight awake staff as needed;</li> <li>● Staff get ongoing education and skill building in the support of people with sexually inappropriate or sexually offending behaviors;</li> <li>● <i>NO vulnerable residents in home;</i></li> <li>● <i>Private bedrooms;</i></li> <li>● <i>Home can accept registered sex offenders; is NOT near of children's playgrounds, schools, or school bus stops;</i></li> <li>● <i>Home has inside and outside alarms in specific areas</i></li> </ul>

## Substance Abuse (Question 3.16)

Code	Description
DA0	<ul style="list-style-type: none"> <li>● <b>Licensed/certified provider or house manager and most staff have fewer than 2 years successful full-time work experience supporting at least 2 people</b> with addictions or dangerous use of drugs, alcohol or other substances;</li> <li>● <i>Closeness of site to drug and alcohol access may not be supportive for someone battling alcohol or drug use or trying to maintain sobriety.</i></li> </ul>
DA1	<ul style="list-style-type: none"> <li>● <b>Licensed/certified provider or house manager and at least 1 full time staff have at least 2 years successful full-time work experience, plus some training, in supporting at least 2 individuals</b> with drug or alcohol addictions or dangerous use of addictive substances, who may (<i>or may not</i>) also have I/DD;</li> <li>● <b>Licensed/certified provider or house manager and at least 1 full time staff have at least 2 years' experience</b> supporting individuals who are involved in substance abuse and resistive to treatment;</li> <li>● <i>Site location is not a huge barrier to the goal of maintaining sobriety;</i></li> <li>● <i>Other residents MAY share goal of maintaining sobriety;</i></li> <li>● <b>Licensed/certified provider</b> will actively support individual to access community supports to achieve/sustain sobriety.</li> </ul>

Code	Description
DA2	<ul style="list-style-type: none"> <li>● <b>Licensed/certified provider or house manager</b> and at least 2 full time staff have at least <b>4 years successful full-time work</b> experience <b>supporting at least 4 individuals</b> with drug or alcohol addictions or dangerous use of addictive substances, who may (or may not) also experience I/DD;</li> <li>● <b>Licensed/certified provider or house manager and at least 2 full time staff have at least 4 years' experience</b> supporting individuals who are involved in substance abuse and resistive to treatment;</li> <li>● <b>Licensed/certified provider or house manager and at least 1 full time staff have:</b> <ul style="list-style-type: none"> <li>» Recent training(in most recent 4 years) in trauma-informed care;</li> <li>» Recent training(in most recent 4 years) in fetal alcohol effect;</li> <li>» Successful experience supporting individual who are involved in substance abuse and are resistive to treatment/rehabilitation supports</li> </ul> </li> <li>● <b>Licensed/certified provider or house manager and most staff</b> have recent (recent 4 years) training in supporting individuals with achieving or maintaining sobriety;</li> <li>● Staff get ongoing education and skill building in the support of individuals who have substance abuse risks;</li> <li>● Some staff may have credentialing as substance abuse and addiction counselors;</li> <li>● Commitment of home staff to help connect individuals with community resources and strategies to meet sobriety goals;</li> <li>● <b>Licensed/certified provider or house manager</b> have successful experience supporting individuals with court conditions that require UAs and restrict access to drugs and alcohol;</li> <li>● <i>Site location is not a huge barrier to the goal of maintaining sobriety;</i></li> <li>● Other residents MAY share goal of maintaining sobriety.</li> </ul>