DAUPHIN COUNTY MH/MR PROGRAM
POLICY AND PROCEDURE

Department  X  MH  Policy No. 10-05
__  MR  Effective Date 12-13-10
__  Admin  Revision Date
__  Crisis  Approved

Title: Personal Care Home Policy and Exception Process

Policy: The Dauphin County Mental Health Program will assure individuals with a serious mental illness who are assessed for personal care home as a level of care are engaged and supported in identifying and moving into a Personal Care Home (PCH) of their choice in the community that meets their needs and expectations.

Definitions:

Personal Care Home- A non-profit or for-profit organization that is licensed under Chapter 2600 of the PA Code for the purposes of “providing safe, humane, comfortable and supportive residential settings for adults who require the services in or of a licensed long-term care facility, but who do not require assistance or supervision with activities of daily living, instrumental activities of daily living or both. Residents who live in personal care homes that meet the requirements [of the Chapter 2600 regulations] will receive the encouragement and assistance they need to develop and maintain maximum independence and self-determination”.

Community Support Plan (CSP)- A comprehensive plan developed by the individual with a serious mental illness and their team to identify needs and supports essential to assist in successful placement in the community upon discharge from a State Mental Hospital (SMH). A County Mental Health (MH) staff will participate in all CSP meetings for persons leaving State Mental Hospitals.

Interagency Team: An interagency team is centered around an individual receiving or in need of mental health treatment and supports. The team is composed of the individual, MH case manager, MH service providers, family or other significant persons to the individual, other related systems including but not limited to employers or other vocational supports, physical health care providers, representatives from the Court/criminal justice system. Persons on the
team must have a current consent to release information for the purposes of continuity of care signed by the individual. All persons must respect the individual’s confidentiality. Any team member may request an interagency team meeting. The purpose of an interagency team meeting is to improve communication and coordination with the individual.

**Personal Care Home Risk Management Team:** The team is convened by the Office of Developmental Programs, Adult Residential Licensing staff for the purposes of reviewing the status of Personal Care Homes in the County and planning the transition of individuals when PCH are closed for regulatory reasons. This is a team comprised of representatives from the County MH/MR Program, County Area Agency on Aging, OMHSAS, Department of Public Welfare’s Adult Residential Licensing, Case Management Entities, Advocacy Agencies as well as other key stake holders.

**Background:** On August 18, 2009 the Office of Mental Health and Substance Abuse Services (OMHSAS) issued a Personal Care Home Policy outlining their position on referrals to and development of Personal Care Homes with more than 16 beds, referral to and use of existing Personal Care Homes and State Hospital discharges to Personal Care Homes over 16 beds. County MH Programs were requested to develop a countywide policy that addresses support for the development of integrated housing options; parameters to be met to consider an except to a referral of a PCH larger than 16 beds, an opportunity for an individual to visit at least two alternative housing options of their choice, and review and approval by the OMHSAS Regional Field Office of a County Policy and Procedure. In developing this policy and procedure, Dauphin County MH/MR Program consulted with residential service providers, case management entities and the Dauphin County Community Support Program (CSP) Committee.

The Dauphin County MH/MR Program continues to move toward a recovery-oriented mental health system which reflects the principles of recovery and resiliency. The Dauphin County MH/MR Program will continue to conduct annual planning and resource allocation to meet the needs of persons with serious mental illness in a recovery-oriented system.

**Procedure for Referral to Personal Care Homes for Persons in a SMH or in the community:**

1. At minimum on an annual basis, any individual registered in the mental health system will be encouraged and supported to complete a survey of housing options and preferences for service planning purposes with their assigned case managers or any members of their CSP or Interagency Team. The housing options survey may be completed more frequently due a consumer’s choice or changes in their circumstances.

2. When an individual has been assessed and an MA 51 is completed by a physician for personal care home as a level of needed support and the individual resides in a State Mental Hospital (SMH) or in the community, a CSP or Interagency Team planning meeting will be scheduled with the individual and their team to discuss discharge
planning and provide all available housing options based on the consumer's preference. A County Mental Health (MH) staff will participate in all CSP meetings for persons leaving State Mental Hospitals.

3. During the CSP or Interagency Team meeting, the individual, their family or support system and team will learn more about the purpose of personal care homes and be provided with personal care home options from a list of licensed facilities in Dauphin County including those contracted with Dauphin County MH/MR Program. Licensed personal care homes from other counties will also be provided as it meets the preferences, interests and choices of the individual. The listing will be generated from the DPW Website using the following link: www.dpw.state.pa.us, keyword Personal Care Homes.

4. The education for individuals and their team, including family and support system, about personal care homes will include information on location, size of the facility, licensing status, programming, cost, and availability.

5. A recommendation will be made encouraging the individual and their team to explore and visit any personal care homes with less than 16 beds and support the most integrated and least restrictive housing option available based on personal choice and needs. Team members will be expected to provide arrangements, including transportation for an individual interested in visiting any personal care home of their choice. Individuals will be discouraged from selecting personal care homes operating without a full license.

6. The individual will document their preferences and interests among personal care homes using a standard form and plans to visit PCHs will also be documented.

7. After visits to personal care homes, the CSP or Interagency Team will reconvene and the individual will identify their choices and preferences and rationale for their choices/preferences.

8. The case manager or County representative will check the license status and consult with the PCH Risk Management Team for the most current licensing status of the selected PCH/s. The findings will be shared with the individual and their team. The individual will be discouraged from selecting a PCH with a provisional license.

9. The individual will document their informed choices, selection and rationale using the Personal Care Home Selection Checklist.

10. If the individual has selected a PCH with a full license and 16 beds or less, the CSP or discharge plan may be finalized and the CSP or Interagency Team will address implementation of the discharge plan.

11. If the individual has selected a PCH with a provisional license and/or more than 16 beds, the individual's selection will be referred to the County MH/MR Program for County-level review before the CSP or discharge plan may be finalized. Subsequent CSP or
Interagency Team meetings may be needed to discuss discharge housing options and do further planning. In some situations, further exploration of housing options will be needed and documented by the CSP or Interagency Team.

12. The County MH/MR Program will review CSP or Interagency Team meeting documentation, the individual’s documentation of choices, visits and selection, including rationale for their selection on the Personal Care Home Selection Checklist in using the Procedure for Exceptions to the OMHSAS PCH Policy.

13. Notification will be made in a timely manner to the CSP or Interagency Team following the County review.

14. When an exception is made with an individual to be discharged to a personal care home with more than 16 beds and/or a provision license, the CSP or discharge plan shall reflect supports to meet the individual’s selection for housing and includes an option to move to a personal care home with less than 16 beds and/or a full license when available if the consumer’s preference was to live in a smaller home but one was not available at time of discharge.

15. Subsequent CSP or Interagency Team meetings may be needed to discuss discharge housing options and do further planning. In some situations, further exploration of housing options will be needed and documented by the CSP or Interagency Team.

Procedure for Exceptions to the OMHSAS Personal Care Home Policy:

1. All situations pertaining to # 11 described in the above mentioned section will follow the procedure for exceptions to the OMHSAS Personal Care Home policy.

2. The Dauphin County MH/MR Program will review CSP or Interagency Team meeting documentation, the individual’s documentation of choices, visits and selection, including rationale for their selection on the Personal Care Home Selection Checklist.

3. The Dauphin County MH/MR Program staff will use the following exceptions to the policy when reviewing documentation of individual choices, selection and rationale:
   - The individual chooses to live in a Personal Care Home (PCH) with more than 16 beds and/or provisional license.
   - No other Personal Care Homes are available in the county of choice with 16 beds or less.
   - The individual does not want to move out of the county of choice.
   - Personal Care Home is able to support and meet consumer’s needs.
• The individual would not be able to be discharged from the state hospital in a timely fashion.

4. Notification will be made in a timely manner to the CSP or Interagency Team following the County review.

Attachments: DC MH/MR PCH Selection Checklist Instructions
DC MH/MR PCH Selection Checklist

9/28/2010
Approved by OMHSAS Harrisburg Field Office 10/15/2010
Attachment 1
Dauphin County MH/MR Personal Care Home Selection Checklist Instructions

To be initiated during a CSP or Interagency Team meeting

1. Individual’s Name and BSU# for when a personal care home has been recommended by a physician or psychiatrist or suggested by any member of their Community Support Plan (CSP) Team or Interagency Team as a discharge or service recommendation.

2. Provide to individual and all members of their CSP or Interagency Team a list of all licensed Personal Care Homes located in Dauphin County using the indicated website. If the individual may be interested in personal care homes in a county other than Dauphin County please provide a listing from the DPW website for the County requested. Attach list and other housing option resource listings to the checklist for documentation.

3. Review the individual’s housing options survey if completed within the past year. Complete an updated survey if individual has changed their choices or physician or psychiatrist has recommended a residential level of care.

4. Discuss the purpose of personal care home and the types of supports and services available in a personal care home setting. Discuss other Housing options. Encourage visits to personal care homes 16 beds or less.

5. When individual is prepared to select service sites, a team member should assist individual with completing the table on the checklist based upon the individual’s stated choice/s.

6. Team members shall work with individual to arrange site visits and use the checklist for ongoing documentation of program visits, waiting list information and acceptance by individual and PCH agency. Complete table indicating which program/s were visited by date, waiting list if any, whether they were accepted and if accepted the move in date.

7. Rationale for individual’s decision and choice of personal care homes will be described in the Rationale section of the checklist.

8. If any of the person’s choices are a personal care home with more than 16 licensed beds or the personal care home has a provisional license, prior to move-in date, the checklist must be signed by the individual and dated and transmitted to the County MH Adult Program staff. All lists and other documents used in the choice/selection process should be attached to the checklist.

9. The County completes comments/approval information following consultation with PCH RMT.

10. The County Adult MH Program staff will notify the team leaders/mental health case manager of the outcome of the County review.

DC MH/MR PCH Selection Policy and Procedure
ATTACHMENT 2
DAUPHIN COUNTY MH/MR PERSONAL CARE HOME SELECTION CHECKLIST

Name: ________________________________ BSU#: ________________________________

All personal care home options will be presented to all persons. The selection process will be based on individual's personal choice. The list of the personal care homes in Dauphin County and other options were selected by the individual. The attached list includes personal care homes in Dauphin County from the DPW website. Lists of licensed personal care homes from other Counties and other housing options will be provided for consideration by the individual upon request.

I, ________________________________, have been provided with information on the licensing status of all personal care homes available in Dauphin County and have had the opportunity to tour the programs I selected and are listed below. My selection may include services in Counties other than Dauphin County.

<table>
<thead>
<tr>
<th>Program Name Selected for Consideration*</th>
<th>Date Visited</th>
<th>Waiting List</th>
<th>Accepted Yes/No</th>
<th>Move-In Date</th>
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Out of County:

Other Housing Options:

*Attach list and resources used for selection process

Rationale:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

I, ________________________________, have made the personal choice to move to ________________________________ and have agreed that the services provided at this personal care home are appropriate and meet my individual needs and expectations.

Signature: ________________________________ Date: ________________________________

County MH/MR Comments and Approval:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Signature: ________________________________ Date: ________________________________

Dauphin County Adult MH Program Staff