

Policy and Procedure Concerning Host Homes

I. Purpose

This policy & procedure is implemented to provide for the application and oversight of host homes via third party contracts. It is implemented to ensure compliance with Regulation Title 205 NAC 3. 002.

II. Authority

This policy and procedure has been implemented with the approval of the agency's Governing Board and/or its designee.

III. Procedural Directives

A Host Home provides basic day and/or residential services in a private residence. This is considered a third party contract between NorthStar Services (as Contractor) and an individual(s) or agency (as Sub-Contractor).

A. Host Home Screening Process

1. When an individual or family expresses interest in being a host home provider, they will need to complete the Host Home Provider Study (Appendix A).
2. Agency staff will then conduct an interview, using the Host Home Provider Interview Questions (Appendix B)
3. A Criminal History Background Check will be completed for each adult residing in the home
4. A Central Registry Check will be completed for adult and child abuse and neglect allegations
5. Once a satisfactory report has been received from the checks, a tour of the home will be completed by agency staff to visually verify the environment is clean, safe and suitable
6. An informal meeting will be held at the host home which will include the individual, guardian, host home provider and agency staff; this may also include the parents, Service Coordinator, any other persons invited by the individual. The potential expectation and responsibilities of both the individual and the potential host home provider will be discussed.
7. The individual and potential host home provider will arrange a visitation schedule which may include overnight/weekend visit(s), to be completed

within the next 30 days. There is no payment available during these visits, by the agency.

B. Initiation of Host Home Services

1. Once all parties are in agreement, an IPP meeting will be scheduled to discuss the details of the host home service, such as:
 - The Host Home Contract (Appendix C) will be completed by the agency and signed by the host home provider.
 - Determine who is responsible for finances
 - Determine who is responsible for medical
 - It is the host home provider's responsibility to find and pay for support when they are not available, such as vacations, illness, etc.
2. The Initial Orientation will be completed with the provider and a list of training requirements will be provided.
3. The following inservices will be required prior to the individual moving in:
 - First Aid
 - CPR
 - PRAB (if needed)
 - Medication Training (if needed)
4. Once all applicable training has been completed, the individual can move in.
5. The Host Home Provider will review and complete the following forms with the individual within the first week:
 - Host Home Orientation Checklist (Appendix D)
 - Clothing
 - Possessions
 - Nebraska Voter Registration
6. A copy of the following will be given to the host home provider in a notebook:
 - Emergency Med Card
 - Releases
 - Rights
 - Complaint Mechanism

- Living Will
- Power of Attorney for Health Care
- All programming materials
- IPP
- financial information

The Host Home provider will have access to the Policy and Procedure Manual.

C. Monitoring of Host Home Services

1. Monthly, the provider will make the programming information available to agency staff, either on-site or off-site, as requested by NorthStar management
2. The Supervisor Assistant and/or Support Supervisor will conduct a monthly review of the programming documentation, (copy from current procedure).
3. If NorthStar is payee, all financial records will be made available to the agency staff for review.
4. At least once a month, the Support Supervisor or AD will visit the host home in person, to complete the Host Home Monitoring Sheet (Appendix E).
5. The Host Home Contract will be reviewed annually.

NOTE: Other third party contracts involve the provision of supported day and/or residential hours and will be considered on an individual basis, as approved by the Governing Board.

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