

**Community Mental Health Partnership of Southeast Michigan**  
Specialized Residential Services  
Residential Occupancy Policy

**PURPOSE:**

Consumers in need of specialized residential services will be offered an appropriate vacancy in a timely manner.

**APPLICATION:**

This policy pertains to all affiliates within the Community Mental Health Partnership of Southeastern Michigan (CMHPSM) along with those contracted Specialized Residential Service agencies.

**POLICY:****A. Referrals**

Upon referral, the CSSN is responsible to begin assisting the consumer with identifying facilities that are able to meet their needs. The following are some considerations in referral selection of consumer to residence.

- Current living circumstances
- Current psychiatric or functional ability status
- Current availability of care/support givers and their status
- Aging out of children's programs
- Exiting psychiatric hospital, state facility, jail or prison
- Compatibility of needs between referred consumer and current residents

Consumers, families and referring staff shall be educated about the supports and services that will be available and will be assisted in narrowing their selection between two (2) to three (3) homes that will be able to meet their needs.

Consumers will be offered the opportunity to tour and visit homes prior to an actual vacancy to assist in the selection process. If a visit may cause anxiety or other problems to current residents, the Provider and clinical team shall plan the visit at a time when any negative impact will be minimized.

Consumers and families will be educated that openings must be filled in a timely manner and that they must work with the team to narrow their selection of homes prior to a vacancy occurring. Consumers and families will be informed that openings are filled within seven days and that if they do not confirm their acceptance of an offered bed within two days of availability it will be offered to another consumer in need.

POLICY TYPE:

- Organizational  
 Regional  
 Network

WCHO BOARD APPROVAL DATE(s): 12/14/04

POLICY ORIGINATION DATE: April 2004

## B. Priority Lists

Each CSSN is responsible for maintaining a current priority list of all consumers who are requesting personal care and community living supports in a licensed setting within the next six months. Emergency referrals shall be accepted and placed on the list at any time.

It is the responsibility of each CSSN to maintain a current roster/description of all contracted beds in the county. Vital information includes:

- Location of home, including accessibility to community services and employment
- Size of home and gender composition
- Target population (mental illness or developmental disability)
- Range of level of intensity of current occupants and descriptors (e.g., verbal vs. non-verbal, behavioral vs. medical)
- Physical plant layout and accessibility
- Anticipated vacancies within the next six months
- Level of community involvement and typical activities

The CSSN shall maintain this information in such a way that it can be shared with prospective residents and their families and other CSSN staff to assist in identifying homes that may meet an individual's needs.

## B. Vacancy Management

A **Vacancy** is a contracted residential bed from which the most recent consumer has been discharged. Providers shall not be compensated for vacancies.

A vacancy shall be filled by an individual from the local county who has been assessed by the CSSN as having the most urgent need and who meets medical necessity criteria for Personal Care and Community Living Supports at the level of care available in the facility.

When a vacancy occurs, the CSSN shall determine an appropriate consumer for the bed within two (2) business days. Should the local county not have a current client in need of the available placement; the placement shall be offered to regional partners. If a placement is made from a partnering county, the Regional County of Financial Responsibility (COFR) policy shall be followed. Regional partners shall notify the local CSSN within two (2) business days if they have a consumer with an appropriate service authorization in need of the facility.

When a vacancy occurs, the CSSN shall offer the provider a referral with 3 working days of the vacancy occurring. The referral shall include:

- Complete clinical information

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- Preliminary checklist/needs assessment indicating the personal care and community living support needs
- Proposed per diems for community living supports and personal care

All vacancies shall be filled within 7 calendar days of the vacancy occurring. CSSN staff and provider staff are expected to work closely together to prioritize the timely filling of all vacancies. CSSN staff shall be expected to account for any delays in the process.

#### C. **Assessment**

The CSSN shall also reserve the right to evaluate the ongoing need for the facility and to consider reducing the occupancy of the facility, with re-negotiation of contracted rates. The regional partners shall conduct a semi-annual capacity assessment to assess regional capacity for personal care and community living supports in licensed settings.

#### D. **Leave of Absence**

An **Authorized** Leave of Absence is a contracted residential bed which is being held for a specific consumer's return due to medical or psychiatric hospitalization, convalescent stay in a nursing or rehabilitation facility, or leave for visits with family or friends or vacation.

An **Unauthorized** Leave of Absence is a contracted residential bed which is being held for a consumer who is missing, or who has left the home against medical advice and for whom the bed is being held while the consumer is located or encouraged to return to the home.

Providers shall not be compensated for either an authorized or unauthorized leave of absence.

#### E. **Exception Requests**

The CMSHP may approve payment for leaves of absence or vacant days through an exception payment process on a case by case basis under extraordinary circumstances.

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