

Adair County SB40 Developmental Disability Board (ACSDDDB)
Standard Operating Policy and Procedure
#3006 – Residency Requirements

Residency Requirements for Targeted Case Management (TCM) Intakes and Transfers:

As self-advocates say “Nothing about us without us” and “The mission of the ACSDDDB is to engage in ADVOCACY, promote INCLUSION, and provide essential RESOURCES to assist people with developmental disabilities to live self-determined lives,” ACSDDDB resolves people with developmental disabilities are best able to advocate for themselves, be included in their communities, and be connected to resources in their communities with the aid of Service Coordinators who have a strong connection to their same communities.

Furthermore, as it is required per the Department of Mental Health Division of Developmental Disabilities (DMH-DD) to conduct assessments and Individual Support Plan meetings **in-person** except when DMH-DD has modified requirements due to health emergencies; and

As “Individual Support Plan Monitoring and Review includes interaction with individuals in services... This monitoring and review includes talking with the individual, observation, and review of documentation.” (Individual Support Plan Monitoring and Review, Division Directive Number 3.020); and

As DMH-DD has established a minimum frequency of **in person visits/contacts** except when DMH-DD has modified requirements due to health emergencies and stated “It is expected that Support Coordinators exercise professional judgement and increase visits according to the individual needs of people. Unannounced visits may occur.” (Individual Support Plan Monitoring and Review, Division Directive Number 3.020, p. 3),

Therefore; ACSDDDB will accept intake and transfers for Service Coordination only for those people with intellectual/developmental disabilities who reside in Adair, Putnam, Schuyler, Scotland, or Sullivan Counties. For the purposes of this policy, the term ‘*reside in*’ is defined as ‘the place of domicile; meaning living in that locality with the intent to make it a fixed and permanent home.’

Exception: ACSDDDB will provide *Courtesy Service Coordination for people who have documented plans to move to Adair, Putnam, Schuyler, Scotland, or Sullivan Counties within thirty (30) calendar days and will begin providing Service Coordination after the person has completed the DMH-DD Transfer Process as allowed per the current TCM Contract, sections 4a and 4b and DMH-DD protocol:*

“Two support coordinators from different Division of DD TCM agencies may be providing a certain amount of TCM services necessary for the individual transferring from one TCM entity to the receiving TCM provider” (2019 TCM Contract 4a).

“...there may be a case transfer form one TCM entity to another...when an individual moves to another part of the State” (2019 TCM Contract 4b).

Residency Requirements for Individual Funding Requests

With regard to Individual Funding requests which are submitted in accordance with the ACSDDDB funding policy and where the funding is provided through either the Adair County SB40 Tax Levy or DMH payments received for TCM services delivered, the residency qualifications are:

For ACSDDDB funding generated through revenue from the Adair County SB40 tax levy or TCM services delivered to residents of Adair County, the person with developmental disabilities must reside in Adair County.

For ACSDDDB funding generated through revenue from TCM services delivered by ACSDDDB to residents of Putman, Schuyler, Scotland, or Sullivan County, the person with developmental disabilities must reside in Putman, Schuyler, Scotland, or Sullivan County.

For the purposes of this policy, the term ‘*reside in*’ is defined as ‘the place of domicile; meaning living in that locality with the intent to make it a fixed and permanent home.’

Waiver Requirements:

The ACSDDDB may waive the eligibility requirements as set forth above for the applicants on a case by case basis, if the Board finds:

The person to be served has a unique or unusual relationship to a particular county which warrants such waiver;

or

Orderly operation of an ACSDDDB administered or funded program warrants the waiver of residency requirements for such person.