

**ADULT DEVELOPMENTAL HOME AGREEMENT**

The Adult Developmental Home Model is a joint endeavor between the Department of Economic Security (Department), Division of Developmental Disabilities (Division) and the Licensed Adult Developmental Home Provider. The license issued by the Division indicates that the Licensee complies with the licensing rules and requirements. The issuance of a license, however does not obligate the Department/Division to make placements in the Licensee's home. Placement decisions are separate from licensing decisions and must be based on the specific needs of the adult member and the ability of the specific home to meet those needs.

1. Licensee's Name (*Last, First, M.I.*) \_\_\_\_\_

2. Licensee's Name (*Last, First, M.I.*) \_\_\_\_\_

Current Address (*No., Street*) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**The Division of Developmental Disabilities agrees to:**

1. Work cooperatively with Adult Developmental Home provider(s).
2. Provide the Adult Developmental Home provider(s) with written confidential information on health, educational or habilitative programs, behavioral, and social characteristics and needs of the placed adult.
3. Pay the Adult Developmental Home provider(s) for care, supervision, and the habilitation activities for the placed adult in accordance with Division policy.
4. Work with the adult member health care provider to ensure that appropriate medical, dental, and therapy services are provided to the adult member.
5. Provide funds for room and board, a personal allowance for the member, and other needs based on Division policy.
6. Provide appropriate monitoring, technical assistance, and evaluation of the member care, program, and service needs through home visits by the Licensing Worker and the Support Coordinator as specified by Division policy and based on the needs of the adult member placed in the provider's home.
7. Provide or arrange for training needed to care for and supervise adults with developmental disabilities and provide specialized training to meet the individual special care needs of the adult member placed in the home.
8. Involve the Adult Developmental Home provider(s) in the process of developing a Planning Document for each member placed by the Division.
9. Work cooperatively with the Adult Developmental Home provider(s) to arrange for the adult to visit with his or her family and other persons significant and important to the member.
10. Review annually with the Program Review Committee (PRC) and the Human Rights Committee (HRC) any behavioral plan that involves behavior controlling medication or intrusive techniques (pursuant to Article 9) for the member placed by the Division. Adult Developmental Home provider(s) will be invited to PRC reviews; if unable to attend, the Support Coordinator will report the PRC and HRC findings to the Adult Developmental Home provider(s).
11. Make a minimum of three visits annually to the Adult Developmental Home, at least one visit being unannounced. Assist the Adult Developmental Home provider(s) in complying with licensing rules by identifying areas of compliance and areas that need improvement or solution.
12. Provide technical assistance, instruction, and guidance when requested by the Adult Developmental Home provider(s).
13. Provide the Adult Developmental Home provider(s) with copies of Article 9 (Managing Inappropriate Behaviors) Article 11 (Adult Developmental Home License), and the Adult Developmental Home Licensing Rules Reference Manual.
14. Abide by state and federal laws and the Administrative Rules of the Department.
15. Provide assistance in emergencies. The emergency telephone number is \_\_\_\_\_.

**The Adult Developmental Home Provider(s) agree to:**

1. Work cooperatively with the Department and the Division.
2. Provide the member with the adult supervision and care suited to his or her developmental needs as identified in the member's Planning Document and by the licensing requirements. Ensure that alternate supervision is provided by an adult who has been approved by the division.
3. Provide and/or arrange for transportation and encourage the adult member participation in recreational, social, educational and community activities.
4. Arrange for and/or transport the adult member to needed medical, dental and therapy appointments and specialized clinics unless otherwise indicated by the member's Planning Document.
5. Ensure that the adult member receives prompt medical and dental care due to illness, accident, or other emergency condition.
6. Follow written and verbal orders from medical and dental practitioners, therapists; and other specialists responsible for treating and/or evaluating the adult member.
7. Administer or provide appropriate oversight and monitoring to ensure that prescription and non-prescription medications are given/taken, according to the physician's written or verbal order; report any changes in prescribed medications to the member Support Coordinator.
8. Ensure that behavior-modifying medications are used in compliance with Article 9 requirements: a) only with the informed consent of the individual or responsible person; b) in conjunction with an approved behavior treatment plan; c) as part of the member's Planning Document that is designed to utilize least restrictive alternatives to managing the behavior; and d) under the oversight of a consulting psychiatrist as arranged by the Division.
9. Report any serious incident involving the adult member to the Division immediately and in accordance with the Division's Unusual Incident Reporting procedures. Serious incidents include serious injury or illness, emergency room treatment, missing member, police involvement, missing property, or significant property damage or loss, abuse or neglect, or other incidents that may cause liability to the provider or to the Division.
10. Report significant behavioral concerns with regard to an adult member to the Support Coordinator; report the use of restraint within 24 hours. Participate in Planning Team meetings and other activities to address concerns regarding the member's behavior.
11. Develop, with the involvement of the adult member, house rules for sharing the living environment that are appropriate to the life experience and individuality of each member.
12. Work cooperatively with the member and the Division to resolve disputes that arise with the member.
13. Cooperate with the Division and the school to ensure that the member receives an appropriate education, if still in school.
14. Attend and participate in the Planning Document meetings as an active team member.
15. Carry out assignments listed on the Planning Document and report progress, or concerns and problems dealing with Planning Document activities to the member Support Coordinator.
16. Provide opportunities for the member to make choices and express preferences that will be accepted and respected whenever appropriate and possible.
17. Provide opportunities for the member to pursue member's religious beliefs, if the individual expresses or communicates an interest and desire to participate in religious activities.
18. Encourage and support the member in maintaining relationships with family, friends, and other persons significant to the member; assist the member to develop new friends and relationships by providing activities that allow the member to interact with peers; individuals in the community, and others with whom the member might have similar interests.
19. Integrate the adult member into the family as fully as possible by including the member in the family's routine with respect to meals, chores, family discussions, recreation and leisure activities, outings, family gatherings, vacations, and other family activities as appropriate to the interests and needs of the member.
20. Participate in all required training including maintaining current CPR and First Aid Certifications.
21. Enhance the member's self-esteem through positive reinforcement. Derogatory remarks, verbal abuse, or any type of physical punishment are absolutely prohibited; abide by Article 9 requirements in all interventions with the member in dealing with maladaptive or unacceptable behaviors.

- 22. Obtain the approval from the Licensing Worker before allowing a roomer or boarder to live in the Adult Developmental Home.
- 23. Obtain the approval from the Licensing Worker before accepting any additional placements of either adults or children into the Adult Developmental Home from any other placing agency or private party.
- 24. Notify the Licensing Worker of any additions to the family; notify the Licensing Worker in advance of planned additions to the household of persons who are not related to the Adult Developmental Home provider(s).
- 25. Report any of the following changes, which impact on the licensing requirements, to the Licensing Worker as soon as possible:
  - a. Divorce or separation of the co-licensee
  - b. A change in the member’s primary caregiver
  - c. Death of another licensee or of a household member
  - d. Anticipated Marriage of a licensee
  - e. A significant decrease in the financial status of the licensee that may impact on eligibility for a license
  - f. Planned relocation to another home
  - g. Planned material changes to the home or premises
  - h. Plans to add a swimming pool, spa, hot tub, fountain, pond, or other receptacle intended to hold or collect water exceeding 18 inches in depth
  - i. Any other significant situation that may impact the ability of the provider(s) to care for the Division’s member(s) or to meet the licensing requirements.
- 26. Maintain the physical premises of the Adult Developmental Home in a sanitary, safe, and hazard-free condition.
- 27. Maintain and keep current all medical, dental, educational, and habilitative records for the member.
- 28. Assist the member in maintaining a personal record of memorabilia, photographs, letters, cards, craft objects, or other items of interest to the member.
- 29. Save/submit to the Division (as directed by the Support Coordinator) receipts for clothing, furniture, personal belongings, or other items purchased for the member.
- 30. Assist the member in accounting for the member’s personal possessions by developing a written inventory with the member of all the member’s personal possessions, keeping the inventory current, and providing the inventory to the Division representative at the time the member moves from the Adult Developmental Home.
- 31. Cooperate with the Department or Division to prepare the member to leave the Adult Developmental Home by assisting the member to pack and have available for the move the member’s possessions; member’s clothing; furniture; medications; specialized equipment; and medical, dental, habilitative, and personal records; and provide appropriate emotional support to the member to prepare for the move.
- 32. Respect the member’s right to privacy and confidentiality by declining to release information including photographs to others unless first approved by the member or the responsible person and the Division.
- 33. Abide by the conditions and restrictions stated on the Adult Developmental Home license in accepting placements or providing respite with respect to number, age, and gender of members as listed on the license.
- 34. Abide by state and federal law and the Administrative Rules of the Department.
- 35. Keep in the Adult Developmental Home a copy of the Administrative Rules of the Department; Article 9 (Managing Inappropriate Behaviors) and Article 11 (Adult Developmental Home License). Keep in the home a copy of the Adult Developmental Home Licensing Rules Reference Manual..

1. Licensee’s Signature \_\_\_\_\_ Date \_\_\_\_\_

2. Licensee’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Division Representative’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities ADA Coordinator at 602-542-0419; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.