

Attachment B

FY 2022 and FY 2023 Adult Residential

I. AGENCY RESPONSIBILITIES/PROGRAM DESCRIPTION

The provision of program services to residents through the AGENCY includes three major areas of organizational responsibility. Those areas of responsibility include:

- A. Community Mental Health Division of Behavioral Health Services;
 - 1. Operational and program consultation and support
 - 2. Technical assistance for program development
 - 3. Coordination, monitoring, and evaluation of supportive services provided by the COUNTY assigned case management services AGENCY.
 - 4. Participation in the development of audit and evaluation measures and procedures.
 - 5. Supervision of program audit and evaluation of services provided to COUNTY residents.

- B. The Staff of the COUNTY assigned case management services AGENCY will provide coordinated supportive services to the participants in each component of the overall program for the COUNTY's residents including:
 - 1. Assessments of medical, financial, and psychological needs for services.
 - 2. Assessment of social functioning skills
 - 3. Participation in pre-screening and mutual decision regarding resident entry into the program.
 - 4. Counseling individual residents and their families as needed and appropriate.
 - 5. Referral/procurement of needed services to maximize the satisfaction of social, physical, psychological and rehabilitative requirements of each resident as determined by the Person-Centered Planning Process.
 - 6. Participation in review of each resident's Individual Person Centered Plan and determination of progress achieved and appropriateness of placement.

The reviews will be conducted as determined by the pre-arranged service review date indicated on the initial annual Person-Centered Plan.

7. Resident referral to appropriate services as indicated, with follow-up of such referrals and placements.

C. AGENCY

1. The AGENCY provides residential living accommodations for adults with developmental disabilities and/or mental illness within the community. Through the AGENCY, parts of a continuum of services are provided. These services seek to enable men and women to move towards increasingly less-structured living; they promote even greater self-sufficiency; they help individuals to participate in existing community services in the same manner as the general population living in the community. The In-Home Programming and staff at the residential home stress maximum levels of independent living for people according to the homes' structure, population and location. Movement from the residential home to another living arrangement should be based upon the individual's programming needs; development and degree of independent living skills, staff evaluations and recommendations; personal and /or guardian's wishes as determined during the Person-Centered Planning process.
2. The AGENCY working cooperatively with Macomb County Community Mental Health Services COUNTY and utilizing the support services of the COUNTY assigned case management services agency and, where appropriate, the COUNTY's additional contract agencies shall provide the services described.
3. The AGENCY maintains the facility (facilities) and documents accordingly (see seasonal maintenance attachment) to satisfy the COUNTY's requirement for proper demonstration; for those facilities in which MCCMH holds the lease, the facility will be required to submit the seasonal maintenance form twice a year to the Contract Manager in the Network Operations Division (April 1st and October 1st), if the facility does not submit the form on a timely basis any requests for assistance for routine maintenance costs may be denied; that the facility (facilities) complies with the annual process for inspection of Health/Safety requirements; staff and program in compliance with the rules and regulations of the State of Michigan Adult Foster Care Licensing; and the rules and regulations for Certification of a Specialized Program for adults with mental illness or developmental disabilities as determined by the State of Michigan Department of Consumer and Industry Services. The AGENCY will furnish to the COUNTY, copies of applicable licenses and certification notices upon receipt for each program covered by this contract.

In order for this agreement to remain in full force and effect, the AGENCY must conform to all applicable local, State, and Federal licensing, certification, and fire and health regulations.

4. Any AGENCY that does not have or, in the case of Adult Family Foster Homes, chooses to not hold or carry licenses or insurance shall indemnify and holds harmless Macomb County, its Boards, officers, officials, employees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the AGENCY's use of the property for the purpose of providing services, or from the conduct of the AGENCY's business, or from any activity, work or thing done, permitted, or suffered by the AGENCY in or about the home. This waiver has been mutually negotiated and agreed to by the AGENCY and the County. The provisions of this section shall survive the expiration or termination of this contract.
5. The AGENCY shall comply with State Licensing Rules in their entirety including Handling of Resident Funds and Assets as cited in Licensing Rule R400.14315 of the Consumer and Industry Services (CIS) Licensing Rules for Adult Foster Care Homes.
6. If Macomb County - MCCMH is the lessee for the residential facility, the AGENCY will be responsible for the lease cost, taxes, and insurance, as these are deemed to be routine room and board costs.

The AGENCY understands that the cost of room and board is the responsibility of the individual served, and the AGENCY is responsible for collecting all Supplemental Security Income (SSI) or Social Security (SS) payments directly from the individual served or their representative.

II. PROGRAM GOALS (Performance Outcome Measures)

- A. The pre-placement visit (PPV) is a very important component of the residential placement process. It is expected that a PPV be completed prior to every residential placement. A PPV is not restricted by location and can occur in various settings, such as the licensed residential home, hospital, shelter, family home, etc.
 1. It is expected that a pre-placement visit (PPV) will be scheduled for the individual served within forty-eight (48) hours of receiving notification from the case manager of the intent to seek placement of the individual served with the AGENCY, eighty percent (80%) of the time.
 2. It is expected that a pre-placement visit (PPV) be completed for the individual served by the AGENCY within seven (7) days of receiving notification from the case manager of the intent to seek placement of the individual served with the AGENCY, seventy-five percent (75%) of the time.

3. It is expected that the AGENCY will provide a decision regarding acceptance of placement of the individual served to the case manager and the MCCMH Managed Care Operations Department within forty-eight (48) hours of completing the pre-placement visit (PPV), eighty percent (80%) of the time.
 4. It is expected that in the event of a crisis/incident with the individual served, that the AGENCY staff will report the crisis/incident to the case management AGENCY within twenty-four (24) hours, ninety-five percent (95%) of the time.
- B. Inpatient psychiatric hospitalization recidivism. AGENCY will track and report inpatient psychiatric hospital recidivism rates of its individuals served. It is expected that individuals served will be readmitted for an inpatient psychiatric hospital episode less than fifteen percent (15%) of the time within thirty days (30) of the last inpatient psychiatric hospital episode discharge.
- C. Reason for Discharge. The AGENCY will provide clear and thorough documentation which details the individual's served reason for discharge from the AGENCY. All reasons for discharge must be documented.
1. It is expected that seventy-five percent (75%) of individuals served will show reason for discharge being according to plan.
- D. The AGENCY will comply with Thirty (30) Day and Emergency Discharge standards, when the AGENCY is issuing a request of discharge for an individual served. Thirty (30) Day and Emergency Discharge notifications must be sent to the MCCMH Managed Care Operations Department, individual served, guardian when applicable, and case manager, within twenty-four (24) hours of the AGENCY'S determination of intent to discharge the individual served.

III. **SCOPE OF SERVICES:**

- A. The selection of residents for placement shall be mutually agreed upon by Macomb County Community Mental Health, the COUNTY'S assigned case management services agency and the AGENCY. The Home shall provide a place to live in the community while residents participate in vocational training, educational advancement, work activity programs, evaluation, job training for competitive employment or suitable habilitative/rehabilitative programs. As the residents' progress improves, they may be referred to less-restrictive, more-independent living situations.
- B. Assessment by the COUNTY'S assigned case management services AGENCY regarding the readiness of each resident potentially eligible for the positions contracted for at the AGENCY'S residential home.
- C. Assessment by AGENCY of each resident referred to them through this agreement for compliance with the Program goals and the feasibility of placement, determined jointly with the COUNTY'S assigned case management AGENCY.

D. The following documentation shall be maintained in the individual's served residential record as required in residential group home settings. The AGENCY shall:

1. Maintain a copy of all applicable entitlements/benefit determinations received for the care of each individual served.
2. Maintain a copy of the annual cost of care determination letter(s) for each individual served as issued by MCCMH on-site.
3. Maintain a copy of the AFC of the individual's served property inventory form for each individual served.
4. Maintain documentation of all of the individual's served purchases.
5. Obtain guardian permission prior to making purchases on behalf of the individual served in excess of the allowable amount identified in the State Licensing "Resident Care Agreement Form." Written documentation of purchase permission must be obtained and maintained.
6. Maintain a list of the individual's served expenditures in accordance with State Licensing Rules as cited above.
7. Obtain an annual independent audit of the individual's served funds to ensure appropriate handling (in accordance with Licensing Rules) of individual served monies received, expenditures and cash-on-hand balances.

E. Training in Personal Care and Community Living Supports:

1. **Basic Self-Care and Habilitation Training:** Teaching and reinforcing skills in dressing, grooming, cooking, eating, bathing, toileting, household chores, shopping, budgeting, and the following of simple instructions. Individualized objectives in this area will be established by the Person-Centered Planning process for each resident.
2. **Social Education Training:** Including the areas of recreation, group activities, community entertainment, acceptable public behavior, and leisure skills. Individualized behavioral objectives will be established for each resident according to the Person-Centered Plan.
3. **Tutorial and Special Skills Training:** In one-to-one situations such as self-care