

WSC ADVISORY #2018
RESIDENTIAL PLANNING CENTRALIZATION

EFFECTIVE DATE: AUGUST 20, 2018

Effective August 20, 2018, APD is changing the residential planning process. The entire process is being centralized at APD's state office with a single email to submit residential referrals:

Residential.Referrals@apdcares.org

The new team will have an intake coordinator that will be your first point of contact. This person will ensure the information in the referral packet is current and complete. Attached you will find a checklist for what is required when submitting a referral packet. Once the intake coordinator has received a complete referral packet it will be assigned to the residential planner covering the region the consumer currently lives in. After being assigned the WSC will receive an e-mail from the intake coordinator with the name of the assigned residential planner, and the contact information for this individual.

The designation of the consumer will determine the process from the point of case assignment. The processes are defined below:

Standard: A WSC with a consumer seeking a standard bed will have potential options provided to them for the consumer and/or their family to review. Once approved by the consumer or their family, the residential planner will send the referrals. The residential planner will continue to be involved until the consumer has identified a home and the home has accepted the consumer for placement in their home.

Behavior Focused and Intensive Behavior: A WSC with a consumer seeking a Behavioral Focused or Intensive Behavior bed will be contacted by the residential planner once one is assigned. Staffing's for these consumers will be scheduled regularly. If a staffing is scheduled it will be set up as a conference/skype call so anyone needing to be involved can be. Once the staffing has occurred potential options will be provided to the WSC for the consumer and/or their family to review. Once approved by the consumer or their family, the residential planner will send the referrals. The residential planner will continue to be involved until the consumer has identified a home and the home has accepted the consumer. If no staffing occurs, as potential options become available they will be provided to the WSC for the consumer and/or their family to review.

Attachments: Referral Packet Check List and Residential Planning Referral