

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Residential

**POLICY NO:** 30-001

**SUBJECT:** HCBS Residential Services

**EFFECTIVE DATE:** July 1988

**Policy:**

In order to provide the necessary supports for individuals with Intellectual/ Developmental Disabilities (I/DD), service parameters will be used to help guide the most appropriate and suitable living arrangement for consumers receiving Residential services. Residential service hours for 24-hour support and Daily Support services typically do not include weekdays between 8:00 am and 4:00 pm, except for medical exceptions and holidays. Residential services are provided in both Cottonwood, Inc. owned/leased sites as well as residences leased privately by consumers. Homes and apartments are not located next to an institution and blend into area neighborhoods seamlessly.

**While Cottonwood Inc.'s Residential services are provided solely to individuals with I/DD, these individuals are not isolated solely due to their disabilities. Individuals have the same access to the greater community, services, and supports as those who do not have disabilities. Cottonwood, Inc. believes in the natural rhythms of daily life and does not impose an institutional control over any aspect of daily living.**

I. Parameters for 24 Hour Support (Residential staff on duty during all Residential service provision hours – depending upon the needs of consumers, staff may or may not be awake during sleep hours):

1. Applicant does not present serious threat of physical harm to self or others beyond service capabilities and before a plan is in place to help support behavior.
2. Does not pose a serious threat of property destruction beyond service capabilities and before a plan is in place to help support behavior.
3. Has no medical needs requiring in-house nursing care or daily medical plan involving tasks that cannot be delegated to non-licensed personnel or that cannot be met through third party nursing care.
4. Involvement in daytime activity of choice outside the residence unless medical exceptions exist.
5. Maintains necessary funds to afford living expenses and demonstrates a responsible attitude towards financial obligations or agrees to third party management, such as payee, conservator, staff support, etc.

II. Parameters for Daily Support (Residential staff are on duty during evening and weekend day hours – no overnight staff on duty):

1. Displays appropriate judgment necessary for self-preservation, protection from harm, and possesses essential coping skills.
2. Displays an ability and willingness to get up and get ready for the day's activities on a daily basis.
3. Possesses basic phone skills or demonstrates ability to use alternate method of emergency communication (Lifeline, etc.).
4. Demonstrates basic self-care skills.
5. Involvement in daytime activity of choice outside the residence.
6. Maintains necessary funds to afford living expenses and demonstrates a responsible attitude towards financial obligations or agrees to third party management, such as payee, conservator, staff support, etc.

III. Parameters for Supported Independent Living – Residential staff provide individualized intermittent direct service to meet Consumers' needs and preferences.

1. Displays appropriate judgment necessary for self-preservation, protection from harm, and possesses essential coping skills.
2. Displays an ability and willingness to get up and get ready for the day's activities on a daily basis and notifies staff if absent.
3. Possesses basic skills or demonstrates ability to use alternate methods of communication for emergency purposes.
4. Demonstrates ability to self-medicate and treat simple health problems.
5. Demonstrates ability and willingness to maintain apartment in a state acceptable to landlord and licensing agencies.
6. Maintains appearance and basic hygiene that is acceptable to general public and that maintains health and accepts support if help is needed.
7. Exhibits acceptable behavior in public according to community and legal standards.
8. Performs basic cash transactions.
9. Possesses basic cooking skills.
10. Demonstrates ability to independently follow preferred schedule of activities.
11. Maintains necessary funds to afford living expenses and demonstrates a responsible attitude towards financial obligations or agrees to third party management, such as payee, conservator, staff support, etc.
12. Keeps scheduled appointments with staff and other commitments.
13. Is able to manage routine illnesses safely without on-site support.

**Procedures:**

1. Prior to admission to Cottonwood, Inc. and following a trial visit period for the applicant, the Admissions and Discharge Committee will meet to review the applicant's desire for

entrance to Cottonwood, Inc. (per Policy No. 05-001). Applicants must have an identified funding source.

2. At the end of thirty days and at least annually Residential options will be reviewed to determine appropriateness of living arrangement. Participants in this review include the person supported and their invited members of the team.
3. Movement between different types of living arrangements will be determined by Consumer choice, availability of space, support needs, and funding.
4. Consumers who access Residential services and wish to move into a Cottonwood, Inc. owned site that is subsidized by Housing & Urban Development (HUD) must meet the stipulations in the HUD lease agreement. All Residential Consumers will enter into Cottonwood Inc.'s Residency Agreement as well.