

Cottonwood, Inc.
Policies and Procedures

SECTION: Residential

POLICY NO: 30-008

SUBJECT: Supported Independent Living (SIL)
Service Parameters

EFFECTIVE DATE: November 2019

Policy:

In the category of services known as Supported Independent Living, residential staff provide individualized intermittent direct service to meet individuals' needs and preferences. This service typically provides no more than 8-10 face-to-face service hours a week. However, administrative and on-call services (for urgent issues) are available 24 hours/day.

Individuals served rent or own homes of their choosing from available, affordable, and scattered housing stock throughout Lawrence. To meet SIL requirements individuals who rent hold legal leases compliant with Landlord-Tenant law, including due process for proposed eviction. The person served and the landlord are the lease signers. Cottonwood, Inc. is not a party to the lease. While a person's team may advise the individual on the suitability of a prospective housemate and/or apartment, the person will make the final decision. Generally, people choose single-occupancy bedroom arrangements, although there are occasional exceptions for committed domestic partners.

Procedures:

1. There is a presumptive assertion that these individuals have full access to all areas of their homes without restrictions. These settings are furnished with individuals' property and Cottonwood, Inc. staff only enter the home for specific individualized needs. Individuals hold keys to their homes and maintain privacy within their homes per personal preference. Individuals are encouraged to provide a copy of their key to be maintained securely in the Residential Coordinator's office to be used in the event of an emergency. Individuals choosing not to provide an emergency key will be asked to sign a form documenting their decision.
2. Physical accessibility is determined by the individual. Some individuals will require a greater degree of physical accessibility than others. The person and their support team will identify and address accessibility requirements.
3. Individuals are informed about and supported in participating in local events/activities as each person desires. The individual chooses when and what activities to engage in. Examples of common activities include shopping, religious activities, scheduled appointments, out to eat, etc. If a person wishes to attend an activity at a time staff are not available, then alternate supports are sought (public transportation, sharing staff

support with other people, seeking a non-paid support, etc.). Individuals make their own decisions regarding coming and going from their home, having visitors and/or going to visit someone, etc.

4. Individuals are free to obtain communication modes of their choosing and affordability-landline telephone, cellphone, internet, etc. They will have full privacy within their homes while using these devices.
5. Individuals have the right to set their own daily schedules/routines regarding waking, mealtimes, hygiene, housekeeping, laundry, etc. although this must be balanced with staff availability if support is needed/requested. SIL staff visits are scheduled in order to ensure everyone's support needs are met. There is certainly flexibility to reschedule and/or add an extra visit with sufficient prior notice, but SIL staff visits are not deliverable "on demand".
6. Individuals and their support staff receive training at least annually on personal rights. These rights include a grievance procedure to follow if someone believes their rights have been violated.