



CARE Community Living Options Process

Department of Aging and Disability Services

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Introduction

Overview

About Living Options

The Living Options process was designed to identify people who indicate a preference for an alternative living arrangement to an institutional setting.

The state's goals in response to the Texas Promoting Independence Plan include:

- Providing opportunities for people residing in state mental retardation facilities to move to a community alternative within 180 days of the request and recommendation for movement to an alternative living arrangement; and
- Providing opportunities for people living in community ICF/MRs that serve 14 or more individuals to move to a community alternative within 12 months of the date they are determined to be ready for an alternative living arrangement.

Providers or contracted MRAs for SMRFS must discuss living options with each individual and legally authorized representative (LAR). The discussion must occur and be documented at the time of admission and at least annually and upon the request of the individual or LAR. Subsequent to the living options discussion, the provider or SMRF must enter the date of the discussion in the Client Assignment and Registration (CARE) system.

This document

This document provides:

- A brief description of the Living Options process.
 - Living Options program rules.
 - Instructions on adding Living Options information into CARE.
 - Information about Living Options Inquiry in WebCARE.
 - A list and brief descriptions of reports available in JHSXPTR.
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Overview, Continued

Program Rules

The following program rules are for Community Centers and State facilities.

Community ICF/MR Program

- The Community ICF/MR Provider must discuss living options with the individual and LAR upon admission (if a current review of living options is not present), at least annually, or upon the request of the individual or LAR. The Provider must use the Community ICF/MR Living Options instrument.
 - During the discussion, the IDT must use information obtained from the MRA in whose local service area the facility is located to inform the individual and LAR of the different types of alternative living arrangements, including:
 - other ICF/MR Program providers--state schools and state centers and community-based ICF/MRs;
 - waiver services under §1915(c) of the Social Security Act; and
 - other community-based services and supports.
 - The IDT must document the discussion in the IDT summary and file the summary in the individual's record.
 - If the individual or LAR expresses interest in an alternative living arrangement, the program provider must send a copy of the IDT summary to the MRA in whose local service area the facility is located.
- If an MRA receives an IDT summary, the MRA must, within 30 days after receiving the IDT summary:
 - contact the individual or LAR to discuss the alternative living arrangements in which the individual or LAR has expressed an interest; and
 - determine if the individual or LAR is interested in seeking an alternative living arrangement in another MRA's local service area and, if so, notify the MRA for that local service area.
- The MRA for the local service area in which the individual or LAR is interested in seeking an alternative living arrangement must:
 - enter on the Client Assignment and Registration (CARE) system the individual's name and the specific type of service requested, if that service will not be available within 30 days of the date of request; and
 - assist the individual or LAR in accessing the service requested when it becomes available.

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Overview, Continued

Program Rules, continued

State ICF/MR Programs

- A State Mental Retardation Facility (SMRF) must discuss living options with the individual or the individual's LAR upon admission (without previous review of living options) using the State MR Facility Living Options instrument. At least annually or upon request by an individual or LAR the CLOIP-contracted MRA for each SMRF will provide community living options information to each individual in residence at the SMRF for more than one year.
- Copies of the State MR Facility Living Options instrument may be obtained from the Department of Aging and Disability Services, Provider Services Division, State Mental Retardation Facilities Section, P.O. Box 149030, Mail Code W-511, Austin, Texas 78714-9030.
- At the conclusion of a meeting during which living options have been discussed, the individual's IDT will document the:
 - decision of an individual who has the ability to provide legally adequate consent or an LAR to consider potential living options;
 - choice of living option preferred by the individual or the individual's LAR;
 - IDT's conclusions as to whether or not the state MR facility is the most appropriate living arrangement for the individual; and
 - recommendation by the IDT of whether the individual should remain in the current living arrangement at the state MR facility or move to an alternative living arrangement; and
 - IDT's conclusions as to whether or not the permanency planning goal for an individual under 22 years of age has been accomplished.
- The state MR facility will ensure that the individual and LAR and CLOIP contracted MRA receive adequate notice of a meeting at which the state MR facility anticipates that living options are likely to be discussed.
 - The individual with the ability to provide legally adequate consent or the LAR of an individual who does not have the ability to provide legally adequate consent may choose to:
 - invite other family members, friends, or other interested persons to the meeting; or
 - exclude any and all family members, friends, or other interested persons from attending the meeting.

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Overview, Continued

Program Rules, continued

State ICF/MR Programs, continued

- The state MR facility must:
 - encourage the attendance and participation in the meeting by those persons invited by the individual or LAR;
 - make a reasonable attempt to schedule the meeting at a time that is convenient for the individual's LAR and those family members, friends, or other persons invited by the individual or LAR; and
 - notify the designated MRA of the meeting at the same time the individual and LAR are notified and request from the MRA the information about alternative living arrangements and community services and supports in the MRA's local service area that the IDT will need before making a recommendation as described in subsection (a)(4) of this section.
 - The designated MRA shall ensure that the state MR facility has the information about alternative living arrangements and community services and supports needed to assist the IDT in making a recommendation.
 - Communication devices and techniques (including the use of sign language) will be utilized, as appropriate, to facilitate the involvement of the individual and the LAR during the meeting.
 - If the individual or the individual's LAR expresses an interest in an alternative living arrangement during a meeting or at any other time, the state MR facility will ensure that the CLOIP contracted MRA informs the individual or LAR of the range of alternative living arrangements, including community-based ICF/MR programs, waiver services, those services and supports provided or contracted by an MRA, and any other services that may be appropriate.
 - An individual with the ability to provide legally adequate consent or the LAR may choose for the individual to remain a resident of a state MR facility if the individual has been determined to have mental retardation in accordance with §5.155 of this title (relating to Determination of Mental Retardation (DMR)).
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Living Options Process (1121) (State ICF/MR)

Introduction

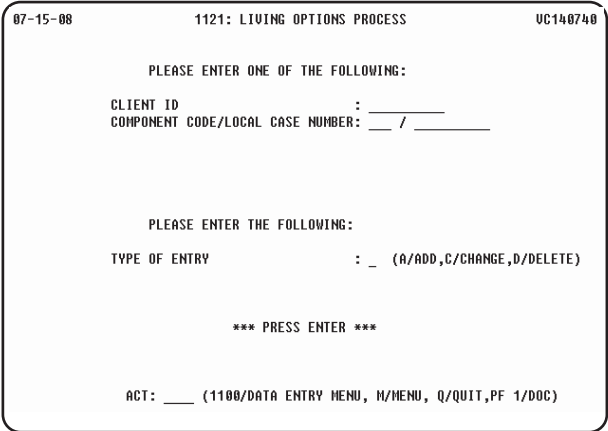
The *Living Options Process* screens are used to add Living Options information in CARE and WebCARE.

Note: The review date does not always carry over to the current provider when an individual transfers into a new facility. Providers should review the Living Options for individuals who have transferred into their facilities to ensure that a current Review of Living Options has been entered by the transferring facility.

Procedure

The following table describes the steps taken to add Living Options information.

Note: The following screen shots are from the CARE mainframe environment.

Step	View	Action
1	--	<ul style="list-style-type: none"> Type 1121 in the ACT: field of any screen. Press Enter. <p><u>Result:</u> The 1121: Living Options Process header screen is displayed.</p>
2	<p>A sample 1121: Living Options Process header screen is shown below.</p> 	<ul style="list-style-type: none"> Type the consumer's CARE ID in the CLIENT ID field. <p><u>Rule:</u> You must enter the CARE ID <i>or</i> the local case number.</p> <p><u>Note:</u> Your component code is displayed based on your logon account number.</p> <ul style="list-style-type: none"> Type A (Add) in the TYPE OF ENTRY field. Press Enter. <p><u>Result:</u> The 1121: Living Process Options: Add screen is displayed.</p>

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Living Options Process (1121) (State ICF/MR), Continued

Procedure, continued

Step	View	Action
3	<p>A sample 1121: Living Process Options: Add screen is shown below.</p> <div style="border: 1px solid black; padding: 5px;"> <pre> 07-16-08 1121:LIVING OPTIONS PROCESS: ADD UC140741B LAST NAME/SUF: HILL CLIENT ID : 23035 FIRST NAME : SANDY LOCAL CASE NUMBER : 000000000 MIDDLE NAME : . COMPONENT : 678 >====> BELOW TO BE FILLED IN BY STATE MENTAL RETARDATION FACILITIES ONLY ENTER THE DATE OF THE MOST RECENT IDT LIVING OPTIONS PROCESS : _____ ANNUAL PLANNING MEETING? (Y/N) : _ DID THE DESIGNATED MRA PARTICIPATE IN IDT LIVING OPTIONS DISCUSSIONS (Y/N) : _ DID THE CONTRACT MRA PARTICIPATE IN IDT LIVING OPTIONS DISCUSSIONS (Y/N) : _ IF NO, WAS THAT A RESULT OF INDIVIDUAL OR LAR REQUEST?(Y/N) : _ DATE CLOIP WORKSHEET COMPLETED (MMDDYYYY - OPTIONAL) : _____ DATE CLOIP WORKSHEET RECEIVED (MMDDYYYY - OPTIONAL) : _____ (AGE OF CONSUMER IS 18) READY TO ADD? : _ (Y/N) ACT: ___ (1100/DATA ENTRY MENU, M/MENU, PF1/DOC) </pre> </div>	<ul style="list-style-type: none"> • Type the date of the most recent IDT living options discussion in the ENTER THE DATE OF THE MOST RECENT LIVING OPTIONS PROCESS field. • Type Y (Yes) or N (No) to indicate whether the living options discussion occurred at the annual planning meeting in the ANNUAL PLANNING MEETING? field. • Type Y (Yes) or N (No) to indicate whether the Designated MRA participated in the living options discussion in the DID THE DESIGNATED MRA PARTICIPATE IN IDT LIVING OPTIONS DISCUSSION field. • Type Y (Yes) or N (No) to indicate whether the Contract MRA participated in the living options discussion in the DID THE CONTRACT MRA PARTICIPATE IN IDT LIVING OPTIONS DISCUSSION field. • If the answer to the previous question is answered No, type Y (Yes) or N (No) to indicate whether the lack of MRA participation was a result of the person's or the LAR's request in the IF NO, WAS THAT A RESULT OF INDIVIDUAL OR LAR REQUEST? field. • Type the signature date of the Contract MRA Service Coordinator in the DATE CLOIP WORKSHEET COMPLETED field. <p><u>Note:</u> The date cannot be in the future.</p> <ul style="list-style-type: none"> • Type the date that the CLOIP Worksheet was received by the facility in the DATE CLOIP WORKSHEET RECEIVED field. <p><u>Note:</u> The date cannot be in the future.</p> <ul style="list-style-type: none"> • Type Y in the READY TO ADD? field. • Press Enter. <p><u>Result:</u> The header screen is displayed with the message, "Previous Information Added."</p>

Living Options Process (1121) (Community ICF/MR)

Introduction

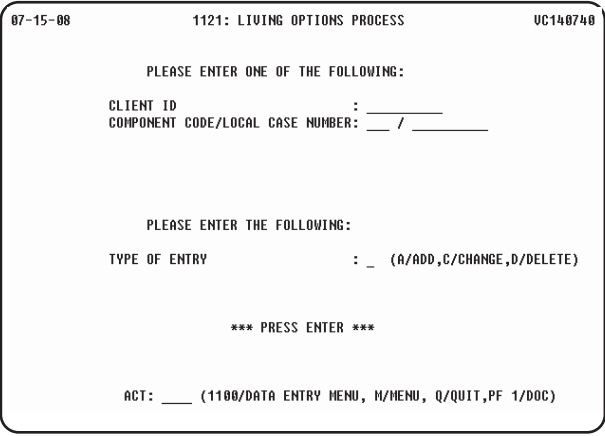
The *Living Options Process* screens are used to add Living Options information in CARE and WebCARE.

Note: The review date does not always carry over to the current provider when an individual transfers into a new facility. Providers should review the Living Options for individuals who have transferred into their facilities to ensure that a current Review of Living Options has been entered by the transferring facility.

Procedure

The following table describes the steps taken to add Living Options information.

Note: The following screen shots are from the CARE mainframe environment.

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Living Options Process (1121) (Community ICF/MR), Continued

Procedure, continued

Step	View	Action
3	<p>A sample 1121: Living Process Options: Add screen is shown below.</p> <pre> 08-21-08 1121:LIVING OPTIONS PROCESS: ADD UC140741A LAST NAME/SUF: TERRIER CLIENT ID : 18023321 FIRST NAME : TERRY LOCAL CASE NUMBER : 0000303030 MIDDLE NAME : . COMPONENT : 030 >====> BELOW TO BE FILLED IN BY COMMUNITY ICF/MR ONLY ENTER THE DATE OF THE MOST RECENT LIVING OPTIONS PROCESS : ____ WHAT OPTION WAS CHOSEN BY THE INDIVIDUAL/LAR DURING THE CURRENT REVIEW OF LIVING OPTIONS PROCESS? - DID THE MOST CURRENT LIVING OPTIONS PROCESS RESULT IN EITHER A NEW REFERRAL TO THE MRA OR A CONTINUATION OF A REFERRAL MADE PREVIOUSLY? : _ (AGE OF CONSUMER IS 43) READY TO ADD? : _ (Y/N) ACT: ____ (1100/DATA ENTRY MENU, M/MENU, PF1/DOC) </pre>	<ul style="list-style-type: none"> • Type the date of the most recent living options process in the ENTER THE DATE OF THE MOST RECENT LIVING OPTIONS PROCESS field. • Type the preference type in the WHAT OPTION WAS CHOSEN BY THE INDIVIDUAL/LAR DURING THE CURRENT REVIEW OF LIVING OPTIONS PROCESS? field. Options are: <ul style="list-style-type: none"> 0 = No Change Requested 1 = Waiver Program – HCS 2 = Waiver Program – Other 3 = Other ICF/MR – Large/Medium/Small 4 = State School 5 = Nursing Facility 6 = Home 7 = Other • Type Y (Yes) or N (No) in the DID THE MOST CURRENT LIVING OPTIONS PROCESS RESULT IN EITHER A NEW REFERRAL TO THE MRA OR A CONTINUATION OF A REFERRAL MADE PREVIOUSLY? field to indicate whether the most current living options process resulted in a new referral to the MRA or a continuation of a referral made previously. • Type Y in the READY TO ADD? field. • Press Enter. <p><u>Result:</u> The header screen is displayed with the message, “<i>Previous Information Added.</i>”</p>

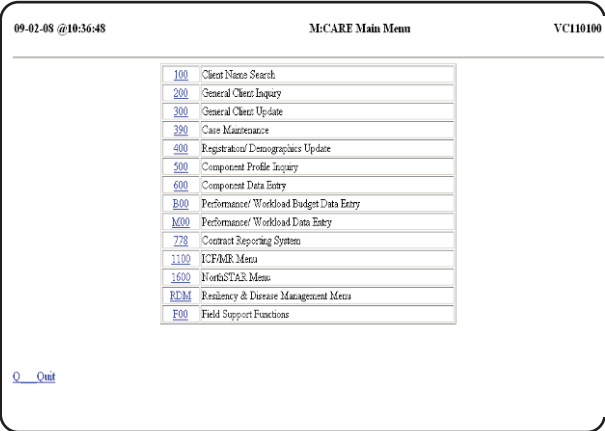

Living Option Inquiry (WebCARE Only)

Introduction

The *Living Options Inquiry* screens are used to view Living Options information in WebCARE.

Procedure

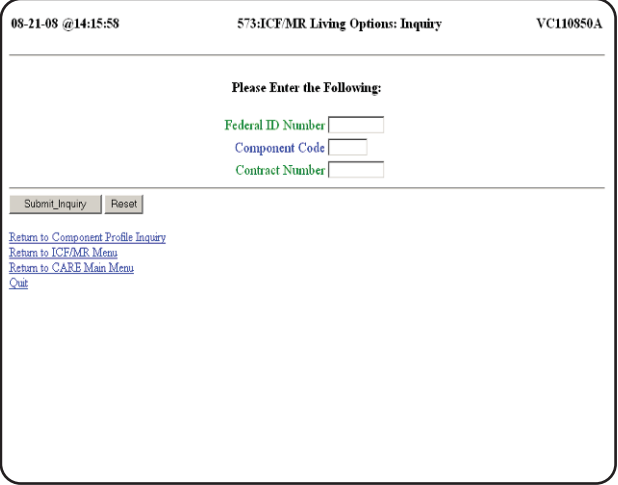
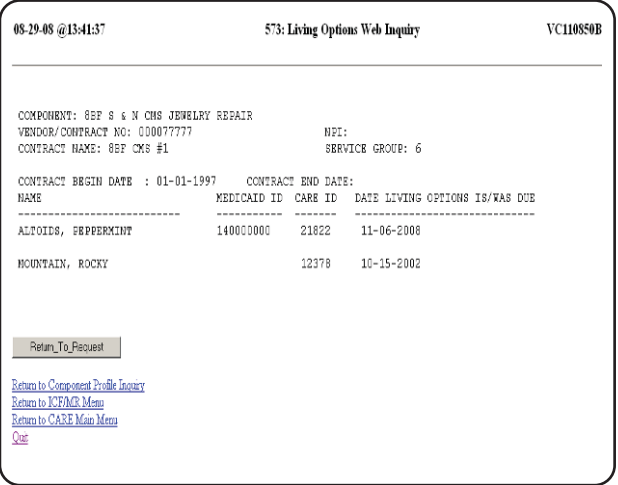
The following table describes the steps taken to view Living Options information.

Step	View	Action
1	<p>A sample M:CARE Main Menu screen is shown below.</p> 	<ul style="list-style-type: none"> Click 1100 to select the ICF/MR Menu option. <p>Result: The 1100: ICF/MR Menu screen is displayed.</p>
2	<p>A sample 1100: ICF/MR Menu screen is shown below.</p> 	<ul style="list-style-type: none"> Click 573 to select the Living Options Inquiry option. <p>Result: The 573: ICF/MR Living Options: Inquiry screen is displayed.</p>

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Living Option Inquiry (WebCARE Only), Continued

Procedure, continued

Step	View	Action
3	<p>A sample 573: ICF/MR Living Options: Inquiry screen is shown below.</p> 	<p>You <i>must</i> enter at least one of the request selection fields.</p> <ul style="list-style-type: none"> Your component code is displayed based on your logon account number. Type the federal identification number in the FEDERAL ID NUMBER field, or Type the number of the contract you want displayed in the CONTRACT NUMBER field. Click Submit Inquiry. <p>Result: the 573: Living Options Web Inquiry screen is displayed.</p>
4	<p>A sample 573: Living Options Web Inquiry screen is shown below.</p> 	<ul style="list-style-type: none"> View the information.

Living Options Reports

JHSXPTR Reports The following CARE Living Options reports are located in the JHSXPTR Promoting Independence folder.

Once you have accessed JHSXPTR:

- Select **RPT** and press **Enter**.
- Select **CARE** and press **Enter**.
- Press **F8**.
- Select **Promote.Indep** and press **Enter**.
- Press **F8**.
- Access the appropriate report.

State ICF/MR Reports

Report Number (*Contract MRA Report)	Report Name	Frequency	Description	Contracted MRA Measure
HC143031	Report of Living Options File by State ICFMR	Weekly	Report by SMRF of CLOIP processes, sorted by consumer name, includes summary by component and for system	NA
HC143105	CLOIP Notification Report by Consumer Name Due Current Month to 90 Days	Monthly	CLOIP due in next 90 days, sorted by consumer name; includes indicator for delinquency.	NA, Info only
HC143106	CLOIP Notification Report by Due Date Due Current Month to 90 Days	Monthly	CLOIP due in next 90 days, sorted by due date; includes indicator for delinquency.	NA, Info only
*HC143110	CLOIP Notification Worksheet Complete Monthly Report	Monthly	CLOIP worksheet not completed with in 1 year of previous CLOIP review.	1. CLOIP to all individuals one time per year.
*HC143110	CLOIP Notification Worksheet Complete Quarterly Report	Quarterly	CLOIP worksheet not completed with in 1 year of previous CLOIP review	1. CLOIP to all individuals one time per year.
*HC143110	CLOIP Notification Worksheet Complete Yearly Report	Yearly	CLOIP worksheet not completed with in 1 year of previous CLOIP review	1. CLOIP to all individuals one time per year.
*HC143115	CLOIP Notification Worksheet Complete in 14 Days Monthly Report	Monthly	CLOIP complete date GT 14 days from receipt date	2. Provide written report no later than 14 days before annual planning meeting
*HC143115	CLOIP Notification Worksheet Complete in 14 Days Quarterly Report	Quarterly	CLOIP complete date GT 14 days from receipt date	2. Provide written report no later than 14 days before annual planning meeting
*HC143115	CLOIP Notification Worksheet Complete in 14 Days Yearly Report	Yearly	CLOIP complete date GT 14 days from receipt date	2. Provide written report no later than 14 days before annual planning meeting

Living Options Reports, Continued

State ICF/MR Reports, continued

Report Number (*Contract MRA Report)	Report Name	Frequency	Description	Contracted MRA Measure
*HC143120	CLOIP Contract MRA Participation Monthly Report Non-participation by Consumer/LAR Request	Monthly	MRA did not participate per client/LAR request. Lists consumers by name, has component and system summaries.	3. Contract MRA will attend annual planning meeting
*HC143120	CLOIP Contract MRA Participation Quarterly Report Non-participation by Consumer/LAR Request	Quarterly	MRA did not participate per client/LAR request. Lists consumers by name, has component and system summaries.	3. Contract MRA will attend annual planning meeting
*HC143120	CLOIP Contract MRA Participation Yearly Report Non-participation by Consumer/LAR Request	Yearly	MRA did not participate per client/LAR request. Lists consumers by name, has component and system summaries.	3. Contract MRA will attend annual planning meeting
*HC143121	CLOIP Contract MRA Participation Monthly Report Non-participation for Other Reasons	Monthly	MRA did not participate for other reasons. Lists consumers by name, has component and system summaries.	3. Contract MRA will attend annual planning meeting
*HC143121	CLOIP Contract MRA Participation Quarterly Report Non-participation for Other Reasons	Quarterly	MRA did not participate for other reasons. Lists consumers by name, has component and system summaries.	3. Contract MRA will attend annual planning meeting
*HC143121	CLOIP Contract MRA Participation Yearly Report Non-participation for Other Reasons	Yearly	MRA did not participate for other reasons. Lists consumers by name, has component and system summaries.	3. Contract MRA will attend annual planning meeting

Community ICF/MR Reports

Report Number (*Contract MRA Report)	Report Name	Frequency	Description	Contracted MRA Measure
HC143032	Report of Living Options File by Comm ICFMR	Weekly	Report by Community ICF/MR of CLOIP processes, sorted by consumer name, includes summary by component and for system	NA
HC143130	Report of Community ICF/MR Living Options due/past due	Monthly	Report Of People In SVC_GRP six whose discussion date is due within 30, 60 or 90 days or past due.	NA