

Department of Health Developmental Disabilities Supports Division (DDSD) Policy	Policy Number: SL-1
	Supersedes: New
Policy Title: Supported Living Conditions Policy	
Effective Date: June 6, 2008	
Approved: Signature on File	Date:

I. PURPOSE

The purpose of this policy is to set parameters restricting Developmental Disabilities Supports Division's (DDSD's) Supported Living Providers from setting up dedicated, provider-only office spaces within the homes of individuals they serve.

II. POLICY STATEMENTS

DDSD requires agencies/organizations that provide Supported Living services under a Medicaid Waiver Provider Agreement to comply with this policy.

DDSD will allow currently contracted Supported Living Providers 30 days from the effective date of this policy to modify the dedicated, provider-only office spaces within the homes of individuals they serve so that the following environment is established and maintained:

- A. Provider office space is not present in the homes of individuals served, or
- B. When an agency office is located in a individual's home:
 1. The individual(s) in the home must agree to the arrangement.
 2. The individual(s) may not be charged rent for the space used for this purpose.
 3. Supported Living Providers must allow individual(s) in the home to have access to the office space and to be able to use the space for the individual's personal needs.
 4. The office space must be set up as a typical "home office" and viewed by individual(s) who receive Supported Living services as an integral part of their home.
 5. The office may be located in a separate dedicated space/room but must not be sectioned off, locked or otherwise restricted by barriers such that it is not an "open space" to individual(s) who reside in the home.
 6. The agency and individual(s) in the home must establish an agreement regarding shared use of office machines and use/purchase of supplies based on the notion that the office is an integral part of the home.
 7. Supported Living Providers should not use the space for staff only activities such as staff meetings, staff breaks or staff parties that exclude the individual(s) living in the home.

8. Supported Living Providers shall take the necessary actions to comply with DOH Service Standards in regards to individual files and medications without maintaining an agency office in the individual's home.

III. APPLICABILITY

This policy applies to all Supported Living Providers providing services that are funded through the Developmental Disabilities Waiver or State General Funds.

IV. DEFINITIONS

Dedicated, provider-only office spaces within the home: Means any area of the home of an individual who receives Supported Living services from a Medicaid Waiver Provider Agreement used solely for office purposes of the provider.

Supported Living services: Means a Community Living Support service provided in a single residence setting to four (4) or fewer individuals.

V. REFERENCES

Developmental Disabilities Waiver Standards

Division of Health Improvement Policies and Procedures on Documentation at Supported Living sites/homes

HIPAA Law

NMAC Regulations on Case Records

“Supported Living/Home of Your Own” (2007). The Minnesota Governor's Council on Developmental Disabilities.