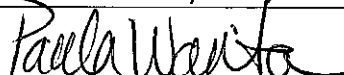


Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Residential
Standard Title	Transitions in Residential Services
Regulations	14 NYCRR 633.12
Original Issue Date	01/10/2011
Latest Revision Date	06/04/2014 04/28/2016 12/12/2023 2/17/2026
Number of Pages	2
Attachments	OPWDD "Community Placement Procedures" Published January 1992; revised 2/95
Approved by: Paula Warika, Executive Director	

Standard:

Catholic Charities Disabilities Services is committed to a person-centered, equitable and transparent process for planning and implementing changes involving any changes in the living situation of an individual who resides or desires to reside in residence operated by Catholic Charities Disabilities Services.

Any plan for residential placement, a move to an alternative residential placement, or a discharge from a residential placement at the request of the individual of his/her parent, guardian, correspondent or advocate, as applicable, or a Catholic Charities Disabilities Services initiated discharge, shall be implemented in accordance with OPWDD requirements, as set forth in the OPWDD "Community Placement Procedures" Published: January, 1992 and revised 2/95, which are attached hereto.

Procedure:

1. When possible, if an individual transitions from one program to another within CCDS, the individual and family should first visit the program to ensure compatibility.
2. The program supervisor will have a discussion with the current residents informing them of a new house mate.
3. The individual requesting the move should participate in dinner visits and evening visits with the individuals currently living in the residence.
4. Involve the Care Manager regarding the pending move as a first step.
5. QIDP or designee will follow up on the following steps prior to and during the transition.
 - a) Notify Care Manager of move.
 - b) The individual or guardian will complete a new Occupancy Agreement.
 - c) Notify finance, and quality assurance of the move.
 - d) Update DDP1 in OPWDD Choices. Copy into g drive, send e-mail to Region 3 with copy of DDP1 to notify that DDP1 has been submitted into Choices for approval. Once the DDP1 is approved and confirmation e-mail is received; it is sent to finance. Finance checks on his/her system that it has been processed so we can bill.

Standard: *Transitions in Residential Services, 2011.01.10.*

- e) Notify MHLS that a transfer took place. This is part of the DDP1 process.
6. When the move date is identified, the following should be completed on the date of move:
 - a) Therap-Enroll the person into new program for the targeted move date.
 - b) Create a new SAP and transfer all information from old program into new.
 - c) Create new goals under the new house and transfer from old program.
 - d) Create a new IPOP and transfer all information from old program into new.
 7. Notifications
 - a) Write and send letter to Social Security Administration informing of address change.
 - b) Write and send letter to DSS informing of address change.
 - c) Update dining plans to new house.
 - f) Notify Care Manager of move.
 8. On the day of the move, all in-house ledgers and money will be brought to Finance for review and signoff and then brought to the new location.
 9. Complete a fire drill on the first overnight shift the individual stays in their new residence.
 10. The agency will follow the *Determination of Rep Payee* standard.
 11. If the move occurs temporarily prior to due process being completed, please refer to Temporary Relocation Protocol.