

**Delaware Health & Social Services  
Division of Developmental Disabilities Services  
Community Services/Adult Special Populations**

**Title:** Alternative Care Arrangements

**Approved By:** 

*Division Director*

**Written/**

**Revised By:** DDDS Policy & Records Committee

**Date of Origin:** April 1984

**Revision Date:** May 2010

*Policy previously entitled Individual Overnight, Out of State Travel & Transfer of Provider Duties to Third Party*

**I. PURPOSE**

To establish a process related to arranging for alternative care arrangements made for individuals receiving services.

**II. POLICY**

It shall be the policy of the Division of Developmental Disabilities Services (DDDS) that the health and safety of individuals and the continuity of his/her Essential Lifestyle Plan/Plan of Care (ELP/POC) be paramount during periods of alternative care arrangements.

**III. APPLICATION**

DDDS Community Services and Adult Special Populations Staff  
CS and ASP Residential Providers (includes Shared Living)

**IV. DEFINITIONS**

- A. Alternative Care Arrangement: Situations that necessitate the person served to live outside of his/her routine setting, such as but not limited to over-night vacations, overnight trips to the hospital, emergency evacuations.
- B. Residential Provider: The designation given to individuals or agencies under contract with the DDDS to provide residential services, either in a family or congregate setting.

**V. STANDARDS**

- A. DDDS Case Managers shall be notified by the residential provider in advance of any planned alternative care arrangements. DDDS approval for alternative care arrangements shall be required prior to proceeding, except in emergency situations such events involving police, ambulance and emergency evacuation.
- B. Residential Provider shall inform individual's parents/guardian/relative of alternative care arrangements, for individuals who are supported in a non-shared living home.
- C. DDDS approval of the aforementioned plans shall be contingent on the protection of the individual's health and safety as well as compliance with applicable laws, regulations and standards governing residential service provision. At no time shall it release the residential provider of responsibility for the person served, as delineated in his/her contract with the DDDS.
- D. The contracted provider shall be responsible for ensuring that the alternative care provider delivers supports and services that are congruent with the ELP/POC and protects the person's health and safety.

- E. DDDS Case Managers shall inform individual's parents/guardian/relative of alternative care arrangements, for individuals who live in a shared living home.
- F. The DDDS Case Manager shall notify his/her immediate supervisor of all alternative care arrangements, upon notification of such.
- G. The delivery of services, as specified in the individual's ELP/POC shall be uninterrupted during periods of alternative care, to the greatest degree possible.
- H. The Residential Provider shall contact the individual's day program/work placement/employer and transportation provider, at least one week in advance, when alternative care arrangement result in the individual's absence from, or change in transportation arrangements.
- I. Stockley Center (HCBS), DDDS Community Services/Adult Special Populations, and Residential Providers shall establish internal protocol/procedure for the implementations of the standards set forth in this policy.
- J. Internal protocol/procedure shall be made available to the DDDS Director of Policy Development, as requested.
- K. This policy shall be effective immediately upon DDDS dissemination.

**VI. REFERENCES:**

None

**VII. EXHIBITS:**

None