

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION**

<b>SUBMITTED BY:</b> Kathleen Swantek	<b>DATE SUBMITTED:</b> 05/81	<b>SECTION:</b> Discharge/Placement	
<b>BOARD APPROVED ON:</b> 05/1981	<b>DATE REVISED:</b> 04/26/17, 08/18/18	<b>SUBJECT:</b> Placement	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 04/26/17, 08/18/18, 01/15/20		<b>POLICY #:</b> ID-002	<b>PAGE #:</b> 1 of 3

**I. APPLICATION**

The provision stated herein shall apply to all individuals supported by Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

It shall be the policy of the organization that all referrals for placements shall be managed in a timely and appropriate manner.

**III. DEFINITIONS:**

**Interdisciplinary Team:** Individuals working together to meet the needs of the individual receiving services. Team members are chosen by the individual/family receiving services based on desire and need (i.e., medical necessity). The interdisciplinary team will include people chosen by the individual receiving services. Team members may include, but are not limited to:

1. Parent/Guardian
2. Person Served
3. Program Supervisor/Designee
4. Case Manager
5. School/Work Program Representative
6. Psychologist
7. Nurse

**Person Centered Planning:** Person centered planning is an approach focused on and directed by the individual receiving services. The process facilitates the identification of his/her desired outcome; helps the individual determine the supports, services and/or treatment he/she wants and/or needs to achieve the desired outcomes; and encourages formal and informal feedback from the person about progress made and any changes desired or required.

**IV. NOTIFICATION/PROCEDURE**

**WHO**

**DOES WHAT**

Division Director

1. Receives referral packet from placement coordinator from either St. Clair County Community Mental Health, Macomb County Community Mental Health or MORC.

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**IV. NOTIFICATION/PROCEDURE (continued)**

**WHO**

**DOES WHAT**

Division Director

2. Reviews packet which minimally includes: medical, psychological, social history, educational, and/or vocational information, and behavioral data and identifies appropriateness of potential placement and if deemed appropriate for further review forwards to the program supervisor as soon as possible.
3. If the division director feels that the potential placement is not appropriate states the reasons why and informs the appropriate placement coordinator of decision.

Program Supervisor

4. Reviews packet and contacts the division director with any questions or concerns regarding the potential placement.
5. Contact the placement coordinator within five business days to move forward with the potential placement.
6. Coordinate with the placement coordinator for planned visits as appropriate.
7. Begins the completion of the Placement Checklist to ensure completed by the placement meeting.
8. If planned visits go well a placement meeting is scheduled.
9. Attend placement meetings, facilitate when appropriate.
10. At the placement meeting coordinates move in date and moving arrangements.

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**IV. NOTIFICATION/PROCEDURE (continued)**

<b>WHO</b>	<b>DOES WHAT</b>
Program Supervisor	<ol style="list-style-type: none"><li>11. Reimbursement rate will be identified at the placement meeting. The rate may be adjusted accordingly to the level of care required for the individual.</li><li>12. Ensure minutes are taken at the placement meeting and within two (2) weeks disseminate to participants.</li><li>13. Ensures the support coordinator/case manager makes referral to appropriate school or vocational program and for transportation.</li><li>14. Individual moves into the home.</li><li>15. Date of placement receives an amendment to IPOS.</li><li>16. Coordinates with the support coordinator/case manager to schedule an I-Team meeting within thirty (30) days of placement date to design and implement the Individual Plan of Services.</li></ol>

**If placement is considered inappropriate, then the division director will inform the executive director reasons why in writing prior to notifying the placement agency. The executive director makes final decision of placement for the individual.**

**V. EXHIBITS**

- A. Placement Checklist