

Home and Community Based Services

Home Based Habilitation and Supported Community Living

Host Home Service Delivery Model

Service Description

A Host Home is a community-based family home setting whose owner or renter provides home and community-based services (HCBS) Waiver Supported Community Living (SCL) or HCBS Habilitation Home-Based Habilitation (HBH) services to no more than (2) unrelated individuals who reside with the owner or renter in their primary residence and is approved for those services as an independent contractor of a community-based SCL or HBH service agency.

Host Home is an available delivery option through the HBH or SCL service to meet a member's health, safety and other support needs as needed when it:

- Is chosen and preferred as a service delivery method by the person or their guardian (if applicable)
- Appropriately meets the member's assessed needs.
- Is provided within the scope of the service being delivered.
- Is provided as specified in the member's support plan.

Benefits of Host Homes Model

- Members have access to individualized person centered supports in a home-like environment.
- Members have opportunities to develop meaningful relationships, access typical community resources, and be active members of their community.
- Members have control, consistency and stability in the supports that are provided and who provides them. There is an extensive matching process between the member and the host home to ensure a quality pairing.
- Provider agencies can address staff turnover and the number of open positions within the agency. With the Host Home model, the member is living in a private home where there is one person providing support. There is no need for multiple shifts with multiple staff; and
- Provider agencies can reduce overhead since host homes do not require a provider-managed location for residential services.

Service Model

Roles and Responsibilities

Supported Community Living (SCL) or Home-Based Habilitation (HBH) Provider Agency

The following are requirements of a SCL or HBH service provider Host Home service delivery model when utilized to deliver daily SCL or HBH services to HCBS members.

The SCL or HBH provider agency is the administrative agency responsible for oversight of host homes providing SCL or HBH services. The provider agency is responsible for all the following:

- Implementing policies and procedures addressing the recruitment, screening, training, ongoing support, oversight, and retention of host home contractors.
- Assuring SCL or HBH services delivered in the Host Home are provided in compliance with the Iowa Administrative Rules, HCBS Waiver Provider and/or HCBS Habilitation Provider Manual, HCBS Waiver Application(s) and HCBS Habilitation State Plan Amendment
- Recruitment of host home providers (independent contractors), screening, conduct background checks, and other assessments of host home providers and locations.
 - Complete child and dependent adult abuse background checks prior to contracting.
 - Complete criminal background checks on each adult residing in the Host Home prior to contracting.
 - Solicit an evaluation and follow recommendations for hire when a hit is found on a background check prior to contracting.
 - Screen potential contractors for exclusion from participation in Federal health care programs prior to hire.
 - Validate that the Host Home provider has a valid driver's license and liability insurance.
 - Ensure Host Home providers are minimally qualified by age, education, certification, experience, and training required or recommended and demonstrate competency for the services provided commensurate with the member(s) served.
- Completion of assessments with host homes and members to aid in the matching process between the host home and the member.
- Conduct assessments of host homes to ensure the home is safe and healthy including.
 - Working smoke detectors
 - Working carbon monoxide detectors
 - Free of vermin or pest infestation
 - Accessible to the member.
 - As a best practice home visits should occur a minimum of once per quarter.
- Contracting with the Host Home provider for the delivery of HCBS Waiver SCL or HCBS Habilitation HBH services in accordance with the member's Person-Centered Service Plan (PCSP) and applicable IAC Chapter 77, 78, and 79.
 - Ensure homeowner or renters insurance is in place to cover contents for individual(s) served if they choose to purchase a policy.
 - Ensure a lease or written residency agreement is in place.
 - Ensure home is maintained in accordance with health and safety guidelines. For Host Homes, the administering agency can terminate the agreement with the

host home provider if the repairs or modifications are not completed to satisfaction.

- Assure the Host Homes have a signed copy of the current PCSP.
- Provide training or ensure training is completed by the host home providers and host home back up support on the member's PCSP.
- Provide healthcare maintenance and medication management oversight to the host home provider as applicable.
- Provide the Host Home with access to 24 hour on-call support.
- Actively participate as a member of the member's HCBS PCSP IDT team.
- Monitor the ongoing implementation of the member's PCSP. Complete monthly reviews with progress on outcomes and goals of the individual.
- Monitor minor and major incidents and ensure timely reporting, investigation and follow-up in accordance with [441.77.25](#), [441.77.37](#) and [441.77.39](#)
- Monitor service documentation to ensure the host is completing written documentation as required by the SCL or HBH provider agency and [IAC 441.79.3](#)
- Make payment to the host home provider in accordance with the contract for services.
- Ensure that there is a room and board agreement in place between the member and the host.
- Assist the host home in finding back-up relief providers as needed.
- Execute contracts between independent contractors and the SCL or HBH provider agency.
- Conduct quality oversight activities including the following:
Maintain regular contact with the Host Home provider. i.e., home visits, phone calls, meeting, etc. and document those contact.
- Document all quality assurance activities, including home visits, phone consultations and recommendations and have available upon request.
- Complete monthly reviews with progress on outcomes and goals of the individual.
- Make recommendations to the host home provider regarding appropriate service documentation, record keeping and individual services and supports.
- Ensure the host home provider completes required training:
 - The philosophy of HCBS, including HCBS settings requirements and expectations
 - The organization's mission, policies, and procedures
 - The organization's policy related to identifying and reporting abuse.
 - Preventing, detecting, and reporting of abuse/neglect, Child and/or Dependent Adult Abuse and Mandatory Reporting prior to providing direct care (additional training at least every 3 years after the initial training)
 - Members' rights including outcomes for rights and dignity as applicable.
 - Restrictive interventions (restraints, rights restrictions, and behavioral intervention)
 - Individual members' support needs (prior to serving the member and as updates

- Specific behavior support or de-escalation curriculum such as Mandt, Safety-Care, PBIS, CPI, or other
- Confidentiality and safeguarding member information
- The organization's policy related to member's medication.
- An approved Medication Manager training for any contractors that are administering controlled substances
- Identifying and reporting incidents
- Service documentation
- The designated Traumatic Brain Injury Training (modules 1-2) (within 60 days of providing BI Waiver services)
- Home Based Habilitation services.
 - 24 hours of training related to mental health and multi-occurring conditions for those providing direct support Home Based Habilitation services (within 12 months of contracting)
 - 12 hours of training every year thereafter related to mental health and multi-occurring conditions or other topics related to serving individuals with severe and persistent mental illness for those providing direct support Home Based Habilitation services.

Case Manager (CM), Targeted Case Manager (TCM) Community -Based Case Manager (CBCM)

The case manager is an IDT team member who acts as an advocate for the member and assists the member and their families in locating providers and services that align with their identified goals/needs in the person-centered service plan (PCSP).

The case manager is responsible for:

- Identifying needed supports for the member regardless of the funding source.
- Assist the HCBS member and their IDT in the development and documentation of the PCSP.
- Completion of the annual residential settings assessment for the member.
- Making referrals to service providers on the member's behalf.
- Educating members about Host Home model.
- Assisting the member and the IDT in the process of matching the member with a SCL or HBH provider agency that offers the host home delivery model.
- Obtaining authorization for the SCL or HBH services from Iowa Medicaid or the member's managed care organization (MCO).
- Notifying the SCL or HBH provider of service authorization.
- Assisting the member and the IDT in the process of matching the member with a host.

- Assisting the member in the transition to a host home.
- Monitor the ongoing implementation of the member's PCSP. Complete monthly reviews with progress on outcomes and goals of the individual.
- Complete quarterly face to face visits with the member including observation of services delivered in the host home.
- Monitoring service documentation to ensure the host is completing written documentation as required by IAC 441.79.3

Host Home

Host home providers are independent contractors therefore they are not employees of the SCL or HBH provider agency.

Host Home providers enter a legal contract with the Iowa Medicaid enrolled SCL or HBH provider agency to provide SCL or HBH supports to a HCBS member in accordance with their PCSP. The host home is responsible for the following:

- Assisting the SCL or HBH provider agency and member during the matching process.
- Completion of the residential settings assessment conducted by the member's case manager.
- Providing services and supports based on what is written in the PCSP and agreed upon by the team.
- Maintaining the home, ensuring it is safe and accessible.
- Assisting the member in transitioning into the home.
- Participating in team meetings.
- Providing transportation.
- Assisting the member with accessing resources in the community including medical, dental, and behavioral health care.
- Assisting the member in participating in employment, education, or day services as identified in the PCSP.
- Assisting the member to become an active member of the community, develop relationships and friendships.
- Following the SCL or HBH provider agency policies and procedures, Iowa Administrative Rules, HCBS Waiver and HCBS Habilitation Provider Manuals
- Reporting major or minor incidents to the SCL or HBH provider agency in accordance with IAC [441.77.25](#), [441.77.37](#) and [441.77.39](#)
- Completing written documentation as required by the SCL or HBH provider agency and [IAC 441.79.3](#)
- Identifying backup support personnel that will be responsible for the delivery of services in absence of the primary host.

Choosing a Host Home

- 1) Screening of Host Home applicants must include:
 1. Background checks of the host and other adults residing in the proposed host home location including dependent adult abuse registry, child abuse registry, criminal history, and sex offender registry. Host Home contractors are subject to the requirements of [Iowa Code 249A.29](#)
 2. Evaluation of the applicants' skills and experience related to supporting individuals with disabilities.
 3. Home safety checks to ensure the proposed host home meets minimum safety.

- 2) Matching Host Home Hosts with HCBS Members
 1. The SCL or HBH Agency shall not contract with the Host Home if the host or other person residing in the home has been convicted of a crime or has a record of founded child or dependent adult abuse and HHS has determined that the person may not work.
 2. Areas of focus during the matching process will include consideration of both the host home and the member in the following areas:
 - Room and Board Costs
 - Accessibility of the Home
 - HCBS Settings compliance
 - Transportation
 - Lifestyle
 - Personal preference
 - Cultural values
 - Religious beliefs
 - Involvement with family and friends
 - Compatibility with others in the home
 - Home visits/overnight stays
 - o It is important for the member and host home to have time to get to know each other before a decision is made to move into Host Home arrangement. Activities or opportunities like having lunch together, spending time together at the home and overnight visits are great ways to help make matches more successful.

Person Centered Service Plan

When a person chooses to receive SCL or HBH in a Host Home, the member's person-centered service plan must document all the following:

- The member's and/or guardians informed consent to receive HBH or SCL in the Host Home.
- The member's assessed needs and identified goals that will be met by the SCL or HBH services provided in the Host Home
- How the contracted Host Home provider will support the person to live and work in the most integrated community settings.

- The member's needs that will be met by other Medicaid or Non-Medicaid funded services while residing in the Host Home.
- How the Host Home provider will deliver services based on the member's needs to ensure their health and safety.
- The cost of room and board, sources of income for those costs, method of payment to the host and the effective date of the residential agreement between the host and the member.

Service Requirements

Assessment

Through an assessment by the SCL or HBH agency provider with input from the member and their Interdisciplinary Team (IDT) the member's ability to be supported safely through the Host Home model is identified.

Through an assessment by the SCL or HBH agency provider with input from the individual and their IDT, the desired location of the Host Home will be determined to best meet the member's needs.

Through an assessment by the SCL or HBH agency provider of potential Host Home Hosts, potential matching Host Homes will be identified.

Informed Consent

Informed consent of delivery of SCL or HBH in the Host Home by the Host Home provider by the individual using the service, their guardian must be obtained.

Each member, guardian and IDT must be made aware of both the benefits and risks of the Host Home service delivery model.

Informed consent documents must be acknowledged in writing, signed, and dated by the individual, guardian, case manager and provider agency representative, as appropriate. A copy of the consent shall be maintained by the case manager, the guardian (if applicable) and in the provider agency file.

If the individual desires to withdraw consent, sever the residential agreement, and transfer from the Host Home to a provider owned and controlled SCL or HBH setting, the member, their guardian or the Host must notify the SCL or HBH provider agency and the member's case manager. A meeting of the IDT would be needed to discuss available options for any necessary alternative services and supports.

Privacy

Host Home SCL and HBH service providers must:

- Respect and always maintain the member's privacy, including when the person is in settings typically used by the public.
- Respect and always maintain the member's privacy, including when scheduled or intermittent/as-needed support includes responding to a member's health, safety and other support needs for personal cares.

Service Limitations

Providers may not bill for direct support delivered in the Host Home when the member is absent from the home and is not receiving SCL or HBH services or for which there is no supporting documentation of service delivery.

Qualified Providers

Host Home providers delivering HBH or SCL services must:

- Meet the staff qualifications in 441 Iowa Administrative Code Chapter 77.
- Receive pre-service training:
- The philosophy of HCBS, including HCBS settings requirements and expectations
- The organization's mission, policies, and procedures
- The organization's policy related to identifying and reporting abuse.
- Preventing, detecting, and reporting of abuse/neglect, Child and/or Dependent Adult Abuse and Mandatory Reporting prior to providing direct care (additional training at least every 3 years after the initial training)
- Members' rights including outcomes for rights and dignity as applicable.
- Restrictive interventions (restraints, rights restrictions, and behavioral intervention)
- Individual members' support needs (prior to serving the member and as updates)
- Specific behavior support or de-escalation curriculum such as Mandt, Safety-Care, PBIS, CPI, or other
- Confidentiality and safeguarding member information
- The organization's policy related to member's medication.
- An approved Medication Manager training for any contractors that are administering controlled substances.

- Identifying and reporting incidents
- Service documentation
- BI Waiver SCL
- The designated Traumatic Brain Injury Training (modules 1-2) (within 60 days of providing BI Waiver services)
- Home Based Habilitation services:
 - 24 hours of training related to mental health and multi-occurring conditions for those providing direct support Home Based Habilitation services (within 12 months of contracting)
 - 12 hours of training every year thereafter related to mental health and multi-occurring conditions or other topics related to serving individuals with severe and persistent mental illness for those providing direct support Home Based Habilitation services,

What isn't a Host Home?

For the purposes of the delivery of SCL or HBH the member's family home is not a Host Home. The family home is defined as the home of the member's parent(s), stepparent, or foster family.

For the purposes of the delivery of SCL or HBH, a home in the community where the member resides and where staff or contractors rotate in and out of the home to deliver SCL or HBH services is considered a provider owned or controlled service setting and is not a Host Home.

Definition(s)

Host Home means a community-based family home setting whose owner or renter provides home and community-based services (HCBS) Waiver Supported Community Living (SCL) or HCBS Habilitation Home-Based Habilitation (HBH) services to individuals approved for those services as an independent contractor of an Iowa Medicaid enrolled community-based SCL or HBH service provider agency.

Host Home provider means the owner or renter of a community-based family home setting that provides home and community-based services (HCBS) Waiver Supported Community Living (SCL) or HCBS Habilitation Home-Based Habilitation (HBH) services to individuals approved for those services as an independent contractor of an Iowa Medicaid enrolled community-based SCL or HBH service provider agency.

Provider Agency means a Medicaid provider enrolled and certified to provide home and community-based services (HCBS) Brain Injury (BI) or Intellectual Disability (ID) Waiver Supported Community Living (SCL) services and/or HCBS Habilitation Home-Based Habilitation (HBH) services to individuals approved for those services.