

# Self Direction “Home Alone Time” Request Guidelines for Adults with Developmental Disabilities Living in Certified Family Homes

## Review by Bureau of Developmental Disability Services (BDDS) Care Managers Steps:

- 1) Requests for “home alone” are submitted to the Regional Care Manager on the on the Support and Spending Plan (SSP) or may be requested any time during the plan year using the Support and Spending Plan Change Form. (SSPC). The SSP or SSPC must identify a goal for “home alone time” and identify in the ‘Activities’ section of a My Support Plan page what activities the person is able to do on their own that allows them to safely stay home alone..
- 2) A back-up plan must be developed that identifies those person(s) the participant can contact for assistance when using ‘alone time’.
- 3) The BDDS Care Manager reviews the request for ‘home alone’ time together with any information/supporting documentation submitted with the request. In addition, the BDDS Care Manager may review the Medical, Social, Developmental Assessment Summary, SIB-R, Physician’s Health and Physical, etc. to determine if there are any intellectual, functional, behavioral, or medical needs that would contra-indicate a request for ‘home alone time’. The BDDS Care Manager may contact the Support Broker to request additional information and/or documentation if the request seems to pose a health and/or safety issue for the participant. The following questions may be used to guide discussion with the Support Broker / Circle of Support.
  - How has the participant demonstrated an ability to successfully respond to a variety of emergency situations? The Circle of Support should be able to verify the following:
    - Can the participant independently evacuate the residence in the event of a fire?
    - Can the Circle of Support provide reasonable details that support the participant is able to demonstrate an ability to appropriately respond to a variety of situations that may present when they are home alone (e.g. telephone rings, a knock at the door, problems when using household appliances, sustains a minor or major injury, etc.).
    - What back-up supports are in place?
    - Does the participant have the ability to recognize the need for and seek emergency help?
    - Does this request for ‘home alone’ time include the participant being able to go out into the community while on ‘home alone time’?
      - If ‘no’, does the participant have a history of compliance when it comes to following directions (e.g. not leaving the home by themselves)?
      - If ‘yes’, Support Broker / Circle of Support should be able to provide reasonable details to support the participant is able to demonstrate an ability to navigate the community in a safe and effective manner (e.g. does the participant understand ‘stranger danger’, how and who would they contact in an emergency situation while in the community, are they at risk for exploitation, do they have a history of behaviors that would put them or the community at risk if they are out and about on their own, etc.).
- 4) BDDS Care Managers should also evaluate the ‘home alone time’ request from the perspective of its clinical value for the participant. Below are some questions to consider:
  - Is there any information that suggests this request is not the participant’s choice?
  - Does it appear ‘home alone time’ is being requested to accommodate a CSW or family need?
    - When the Care Manager believes the ‘home alone time’ is to accommodate a CSW or family need and not a participant want the Care Manager should discuss with their Hub Program Manager. Hub Program Manager will provide guidance regarding approval/denial of request (as applicable).
  - Does this request make sense in relation to the person’s functional age and cognitive skills?

- Does the alone time contradict other elements of the plan (e.g. behavioral problems, impulse control, victimization, etc.).
- 5) If the participant wishes to increase the number of hours of "home alone time" approved on the annual SSP or SSPC form, the increased number of hours must be requested and approved through an updated SSPC form prior to increasing the number of hours a participant spends in 'alone time'. This change form would not go to Consumer Direct.