Announcing an Online Tool for Reporting Residential Vacancies

UPDATE: ODP Announcement 22-036

AUDIENCE:

Supports Coordination Organizations (SCOs) and Administrative Entities (AEs).

PURPOSE:

The purpose of this communication is to announce an update to the original Residential Vacancies announcement, 22-036. This communication is to provide access to the updated residential vacancy report for June 2022.

The report is now posted to MyODP.org and is accessible to AEs and SCs. There is a new link to submit vacancy information at https://cpa.questionpro.com/t/AJrvGZssio.

DISCUSSION:

The Office of Developmental Programs (ODP) strives to ensure effective use of statewide residential resources.

For purposes of reporting residential vacancies, a "residential vacancy" is any change in a Licensed 6400 or Licensed 6500 settings that results in the occupancy of the home being less than the setting's approved program capacity (excluding individuals who are on medical or therapeutic leave).

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Reporting a residential vacancy helps to ensure:

- Providers have an opportunity to inform SCOs, Counties, and ODP of vacancies in order to better coordinate referrals.
- Individuals have an opportunity to reside in their preferred geographic areas; close to friends, family, and the community that they know.
- Centralized reporting of residential vacancy information.
- Individuals most in need are considered first for a residential habilitation opportunity.

Effective residential vacancy management consists of coordination among providers, SCOs, AEs, and ODP.

Open communication helps to ensure that as potential vacancies are identified, they are filled in a timely fashion with whomever is best suited for that opening.

Once a vacancy is identified, the licensed residential habilitation home or Lifesharing setting can be used for respite services as long as the home remains within the approved program capacity.

The approved program capacity for Chapter 6400/6500 residential service locations is set by the PA Department of Human Services (DHS or The Department) in accordance with ODP's policy on Approved Program Capacity (APC) stated in ODP Announcement 19-138: Approved Program Capacity (APS) and Updated Noncontiguous Clearance Form.

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ODP has developed a streamlined process that allows providers to complete an online ODP Residential Vacancy survey to report available residential vacancies within the agency.

Use of this tool is encouraged and replaces the previous process of submitting the DP 1024 form.

Vacancy Management Process using the Online Vacancy Reporting Survey Reporting a Residential Vacancy:

1. Before submitting a Residential Vacancy Survey, providers are encouraged to notify their local AE of the vacancy. The AE may have an individual referral that would meet the characteristics of the vacancy.

2. To start the referral process, a provider can submit the vacancy notification to ODP by accessing the Residential Vacancy Survey at the following link: https://residentialvacancysurvey.questionpro.com/

3. Submission of the form should be completed within three (3) business day of the creation of the vacancy.

4. The Residential Vacancy Survey is designed to allow providers to enter up to 10 vacancies in succession. This eliminates the need to repeatedly enter the general information for the provider such as the Master Provider Index (MPI) number and contact information.

5. All providers are encouraged to complete the vacancy notification through the Residential Vacancy Survey link. A provider may experience delays in filling

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vacancies or completing changes to the APC when the Residential Vacancy Survey is not utilized.

6. In preparation of completing the survey in the most efficient manner, providers should have available the following information:

   a. Provider name/MPI/SLC

   b. Full address of vacancy including zip code

   c. County where the vacancy is located

   d. Provider contact information for referrals (name/email/phone)

   e. Date of vacancy

   f. Describe in detail the specific characteristics of the home including:

      i. The physical site characteristics,

      ii. Existing supports, and

      iii. Desired characteristics of ideal housemate.

Reporting a Residential Vacancy No longer Available (Filled):

1. Once the vacancy is filled, the Provider will access the Residential Vacancy Survey in order to remove the vacancy from the statewide report.

2. The Provider should enter the effective date for when the vacancy was no longer available.

Statewide Residential Vacancies Reporting:

This streamlined reporting process will allow ODP to organize the residential vacancy listing statewide and create a functional vacancy report that is updated monthly.

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ODP distributes this report monthly through the AE and SCO listservs so referrals can be made on a timely basis. The June vacancy report is posted on MyODP.org for AEs and SCs at the following link: https://www.myodp.org/course/view.php?id=182

ODP is committed to supporting AEs/SCOs in providing "real-time" information when they are searching for residential placements.

OBSOLETE:

This Announcement obsoletes the following, effective immediately:

- ODP Informational Packet #098-12 Procedure for Residential Vacancy Management Effective Immediately
- Vacancy reporting form DP 1024

CONTACT:

Any questions regarding this announcement should be made to the appropriate Regional Waiver Capacity Manager. This report is now accessible on MyODP.org at https://www.myodp.org/course/view.php?id=182

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