

DBHDS Guidance

Subject: SOP for Special Circumstance Meetings during the 12 week discharge process.

I. Purpose.

The Community Integration Project Team will ensure the essential supports identified by the Personal Support Team are in place and updated throughout the discharge process. All barriers to discharge will be addressed during the active move process. Special Circumstance meetings will be held for individuals in the active discharge process when:

- A barrier occurs that affects an individual's progression in the process.
- The individual does not have an identified Provider at Week 6 of the discharge process

II. Definitions.

- Individual:** This means a person who is receiving supports in a Training Center.
- Essential Supports (ES):** A comprehensive list developed by the Individual's Personal Support Team of the supports, protections, and services that will ensure their successful transition and an optimal community placement.
- Community Integration Manager (CIM):** This means the Central Office position physically located at the Training Center that is responsible for coordinating the implementation of policies, procedures, regulations and other initiatives related to ensuring individuals residing in the Training Center are served in the most integrated setting appropriate to their needs and desires. This position provide support and direction to all aspects of the individual's transition to the community including addressing identified barriers to discharge.
- Community Services Board (CSB):** This means the public body established pursuant to §37.2-501 or §37.2-602 of the Code of Virginia that serves the area in which an adult resided prior to their admission to the Training Center. The Community Services Board Support Coordinator provides discharge planning support when the individual is in the active discharge process.
- Personal Support Team (PST):** This means a team, formally known as an interdisciplinary team (IDT), of professionals, paraprofessionals, and non-professionals who possess the knowledge, skills, and expertise necessary to accurately identify a specific individual's comprehensive array of needs and design a program that is responsive to those needs. At a minimum, the PST includes the individual, SDM/LG, CSB Support Coordinator, and other invited members of the individual's interdisciplinary team or those involved in the individual's life.
- Provider:** This means a public or private entity which delivers one or more of the following community-based services and supports to individuals with Developmental Disability: residential, day, employment, skilled nursing, and personal assistance.
- Provider Information Request (PIR):** A request submitted to the Office of Licensing and Office of Human Rights for information regarding a selected or potential provider's ability

to support the individual's identified essential supports.

- h. **Post Move Monitor (PMM):** A Training Center or Central Office employee whose job functions include monitoring and assisting individuals as they transition from the Training Center to community living to ensure that the ongoing needs of the individual are being met in the new placement and that essential and non-essential supports agreed upon in the discharge plan are being provided. This includes monitoring the individual's adjustment to his or her new home; recommending additional support services to the individual, SDM/LG, Provider, or CSB; providing necessary recommendations to the community Provider to resolve identified concerns; and documenting steps on the post-move monitoring action plan.

III. Procedures:

If a barrier occurs while an individual is in the active discharge process that prevents the Individual from progressing in the process according to the established schedule, a Special Circumstance Meeting will be held. Special Circumstance meetings will be scheduled every 6 weeks until resolution of the identified barrier(s) are resolved. ***This timeframe may only be altered after consultation and approval of the CIM.***

- a. Substitute Decision Makers/Legal Guardians (SDM/LG), and the Community Services Boards (CSB) Support Coordinators (SC) **must** be invited to participate. Some SDMs may choose not to participate as these meetings are relatively short and are for the purpose of addressing barriers. Social Workers or designated Training Center staff, are required to document that notification was provided to the SDM and CSB SC prior to the meeting to encourage participation
- b. All team members are not required to be present for each Special Circumstance meeting, but attendance is preferred. The assigned Social Worker or designated Training Center Staff will send an email to the Personal Support Team informing of the scheduled meeting and requesting updates in advance for input into the Discharge Plan and Discussion Record.
- c. Although additional information may need to be discussed, the Special Circumstance Meeting should include a review the following:
 - Discharge planning activities since the last meeting
 - Current barrier(s) to discharge or completion of steps in the discharge process
 - Plans to address and resolve the barrier(s)
 - Changes in the individual's status since the last meeting (particularly those that may impact essential support needs)
 - Action items from last meeting
- d. The next pre move meeting should be scheduled at this meeting.

IV. References.

- a. DI 216(RTS) 12 Training Center Responsibilities Related to Person-Centered Discharge Planning, June, 16, 2017.
- b. United States of America v. Commonwealth of Virginia Settlement Agreement, filed in the United States District Court for the Eastern District of Virginia, Richmond Division, January 2012