

## INDEPENDENT LIVING SKILLS TRAINING POLICY

### I. INTENT

It is the intent of San Andreas Regional Center to support the maximum development of a consumer's potential to live independently.

### II. DEFINITION

**Consumers, Individuals served by the regional center and Persons we serve are terms that are used interchangeably throughout the San Andreas Purchase of Service policies to refer to those individuals who receive services from the regional center. These same terms are used throughout the Lanterman Developmental Disabilities Services Act.**

*Independent Living Skills (ILS) Training* means a continuum of functional skills training that adult consumers need to secure or maintain a self-sustaining level of independence in the parental home or in an independent living situation in the community.

ILS training focuses on teaching functional skills to adult consumers who generally have acquired basic self-help skills or who have attendant care and require additional skills to maintain themselves in their chosen living arrangement.

Training areas may include, but are not limited to: cooking, cleaning, shopping, menu planning, meal preparation, money management, parenting, sexuality training, use of public transportation, health care appointment management, homemaking skills, community inclusion training, community resource awareness (for example, police, fire, and other emergency help).

### III. POLICY

It is the policy of San Andreas Regional Center to support consumers in acquiring the skills necessary to develop and maintain their functional abilities at their highest level and to access the independent living option of their choice.

Independent living skills training is usually provided to consumers currently living in the parental home who are expecting to move to an independent community living option in the near future or who want to become more independent while living at home with their family. Consumers already living independently may use independent living skills training to help maintain their skills.

### III. PURCHASE OF SERVICE

The Planning Team determines the amount of ILS training hours, taking into consideration the level of the consumer's skill and how many hours the consumer may be able to participate in training.

If a consumer needs to be assessed to determine the current skill level and to develop a plan to address the training needed, this assessment usually is completed within twenty hours. Additional hours may be authorized as needed.

The Planning Team reviews the consumer's eligibility for and use of In-Home Support Services (IHSS) as the generic service.

The Planning Team is encouraged to authorize services which are tailored to meet the needs of the specific consumer. Hours and plans should be flexible and individualized. Training may be offered to consumers in a group, on an individual basis, or a combination of both.

The IPP must contain specific, measurable, time-limited objectives for securing the level of independence for which functional skill training is necessary. The usual amount of ILS training ranges from 8 to 24 hours per month and is authorized and reviewed on a six-month basis.

Individuals may receive maintenance services when needed to maintain the consumer's current skill level. Maintenance hours usually range from 1 to 12 hours a month, and can continue for as many months as necessary.

#### IV. EXCEPTION TO THE POLICY

The executive director has full discretion to authorize service purchases which are exceptions to the board-adopted purchase of service policies. The executive director has designated different members within the organization who may authorize a director's exception. They are called the director's designees.

The first formal discussion of a request for service takes place at the planning team meeting. If the request falls within the service policy, the request is granted.

If the request for service is not consistent with the policy, the service coordinator starts the exception review process by exploring the basis for the request. A time line for the director's exception review is set by agreement between the consumer/family and the service coordinator but the time line may not exceed fifteen (15) days. Within that time, another planning team meeting will be convened. In the meantime the coordinator presents the information to the manager to determine whether a director's exception may be warranted.

At the scheduled planning team meeting the decision will be made. The director's designee will attend the planning team meeting if necessary.

If the exception is granted, the service coordinator amends the person-centered individual program plan, notifies the consumer/family, and gives a copy of the amended plan to the consumer/family.

If the exception is not granted, the service coordinator promptly informs the consumer/family that it has not been granted, informs the consumer/family of their appeal rights, and sends a notice of action and a fair hearing form.

#### V. NOTICE OF ACTION

If a decision is made to deny, reduce, or cancel the service without the agreement of the consumer or the consumer's representative, a Notice of Action will be sent.

**Adopted 12/20/2010**