

To: Sponsor Home Providers
From: Leslie Anderson, Office of Licensing LA
Subject: Clarification of regulatory requirements
Date: May 1, 2006

Given the significant expansion of sponsor home services, we are sending providers this memo to clarify some regulatory requirements for sponsor family homes licensed by the Department of Mental Health, Mental Retardation, and Substance Abuse Services.

Adding or Deleting Locations

When you add or delete a home, please notify your Licensing Specialist via fax or mail as soon as you know you will definitely be (1) approving a home or (2) terminating a home. If you are opening a home, we need the name of the sponsor family and those in the household who will be **staffing** the home, the home's address and phone number, directions to the home, number of residents, and the effective date. Terminations need to include the name of the sponsor family, address, and effective date. The regulations require notification of changes in locations, and this needs to be done prior to the actual use of a new home.

If you plan on expanding your service area (beyond 100 miles of existing homes) or significantly increasing your number of homes, please provide staffing information as to how you will supervise these homes, and how those homes will be covered in terms of human rights affiliation if located a significant distance from your other homes. As you add homes, we may ask you for revised staffing in terms of how you will supervise the homes. This information is so that we can assess the staffing and supervision of these homes.

Inspections

Specialists will be conducting unannounced inspections of sponsor homes. They will be reviewing compliance with the regulations including the physical plant, documentation located in the home, staffing, medication administration and interviewing sponsor families and residents. Please make your families aware of the possibility of a review at any time. Our staff will have Identification (ID's), and families should ask to see that ID before allowing inspectors into their homes. The responsibility for meeting the regulatory requirement is still assigned to the provider to monitor as well.

Applicants

Applicants to become sponsor home providers will initially be required to identify their service area and be limited during the initial 6 month conditional period to 6 sponsor homes. After the conditional period, the provider will be able to add more homes. This time period will provide the provider an opportunity to demonstrate compliance with all the regulations. If a provider sells his business, the buyer will have to acquire a new license. The Office of Licensing should be notified at least 30 days in advance. The limitation to 6 sponsor homes will not apply in these cases.

Serious Injuries and Deaths

Finally, sponsor homes, like group homes, must report all serious injuries and deaths within 24 hours to the Department. Serious injury means any injury resulting in bodily harm, damage, or loss that requires the attention of a physician. If a resident is taken to the doctor for treatment of an injury, that injury must be reported. You are not required to report illnesses that require physician treatment unless they fall under the category of possible abuse and neglect. The form to report these serious injuries and deaths can be found on the DMHMRSAS web site at www.dmhmrsas.virginia.gov under forms or under the licensing section. In addition, sponsors must report all allegations of abuse and neglect to their human rights advocate. If there are questions about this requirement, you should contact your human rights advocate.

Additional Questions

If you have additional questions, please contact your licensing specialist. Thank you for your cooperation in this matter and your work with individuals with disabilities.

C: Licensing Regional Managers
Licensing Specialists
Office of Human Rights