



## Transition from a Self-Directed living arrangement to requesting a home contracted through DWIHN (Residential)

The Support Coordinator cannot present any specific homes which are directly contracted with DWIHN as options to members/legal representatives. Residential staff will present options based on the DWIHN internal vacancy list once an official Residential Referral is completed.

1. Prior to completing a Residential Referral form, the SC will complete the **SD to Residential Transition Form** which will assist in verifying the member/legal representative's choice and improving any system gaps.
2. The form will be emailed to [selfdetermination@dwihn.org](mailto:selfdetermination@dwihn.org).
3. A member of the DWIHN SD Team will contact the Supports Coordinator and Manager within 3 business days for clarification or questions.
4. If a member of the SD Teams sends questions, the SC will have 2 business days to respond.
5. After all clarification and questions have been resolved, the SD Team will send an email notification to the Residential Team that a referral will be coming. The SD Team will upload the **SD to Residential Transition Form** into MHWIN and document coordination in the member's contact notes.
6. The SD Team will email a confirmation to the Support Coordinator and Manager to proceed with a Residential Referral to [residentialreferral@dwihn.org](mailto:residentialreferral@dwihn.org).
7. The SC will ensure the IPOS is updated to reflect the specific supports needed (health/safety/goals/personal care etc) for the member at the new living arrangement.

### **Member/Family identify a specific home**

If a member/legal representative notifies the SC of a specific home based on their personal efforts without the SC, the SC must follow the process above and answer the additional question on the **SD to Residential Transition Form**.

The SC will also document evidence that the member/family was informed that the completion of a Residential Referral is a request but DWIHN will need to review, assess the appropriateness, and make the final approval for all requests.

To ensure equitable options for all members, the SD Team will verify the home is on the DWIHN vacancy list. Only homes listed on the vacancy list will have a formal referral. If not on the DWIHN vacancy list, the SD Team will follow up with the provider and Residential.