

# **VALIDATION OF INDIVIDUALS ON THE REQUEST FOR SERVICES REGISTRY LIVING IN PRIVATE NURSING HOMES AND INTERMEDIATE CARE FACILITIES FOR THE DEVELOPMENTALLY DISABLED**

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Request for Services Registry Work Group Members  
Office for Citizens with Developmental Disabilities  
Louisiana Department of Health and Hospitals

02.07.14

# Agenda

- Welcome
- Housekeeping
- Purpose of validation
- Collaborative partnership
- Validation process
  - Pre-validation
  - Validation visits
  - Post-validation
- Technical assistance
- Wrap-up: final questions, comments and recommendations

# Housekeeping

- Training documents and sign-in sheets
- Please silence or turn off cell phones
- Take care of your needs, no scheduled breaks
- Send questions to Jeannathan Anderson at [jeannathan.anderson2@la.gov](mailto:jeannathan.anderson2@la.gov); questions on note cards for Bienville participants

# Purpose of Validation

- Meet face to face with individuals on current Request for Services Registry (RFSR) living in private nursing homes and intermediate care facilities for the developmentally disabled
- Explain the RFSR and supports and services available through the New Opportunities Waiver (NOW) and answer questions
- Determine interest in NOW supports and services in short and long-term future and help individuals and their families/legal guardians make an informed decision about remaining active on the Registry
- Future validation

# Validation Team Members

## Collaborative partnership

- Local Governing Entities (LGE)
- Long-term Ombudsman (LTO)
- Community-Living Ombudsman (CLO)
- Office for Citizens with Developmental Disabilities (OCDD)

# Validation process: Preparation for validation visits

## \*Validation process document

### Contact lists

- Individuals on Registry, primary contacts and legal guardians by region and facility
  - LGE staff
  - Long-Term Ombudsman
  - Community Living Ombudsman
  - OCDD staff
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- Dissemination of information from RFSR Manager + documentation required
    - Contact lists
    - Facility lists
    - Validation packets

## \*Validation packet forms

# Validation process: Preparation for validation visits

- Assignments of validation team members from LGE Division Directors + documentation required

\*LGE administration tracking form

- Communication with facility administrators + documentation required
- Contacting individuals and their families/legal guardians to schedule visits + documentation required
- Reminder phone call to facility, witness, individuals and their families/guardians + documentation required

\*Telephone scripts

\*LGE administration and validation team tracking forms

# Validation process: Preparation for validation visits

- Prepare individual update and individual/family decision forms
  - Review face to face script
  - Send list of individuals unable to be located to Division Director, will forward to RFSR manger + documentation required
- \*LGE administration, OCDD and validation team tracking forms
  - \*Individual update and individual/family decision forms
  - \*Face to face script

Validation process: Preparation for validation visits

# Questions

# Validation process: Validation visits

- Identification, sign-in and introduction
- Meeting space + witness
- Validation visit
  - Individualized
  - Comprehensive
  - Multiple opportunities to ask and answer questions
- Face to face script + required documentation

\*face to face script

# Validation process: Validation visits

- Forms to complete during visit
  - Individual update form
  - Individual/family decision forms (2 copies)
- Forms to leave with individual/family/legal guardian
  - OCDD fact sheet
  - LGE contact list
  - LGE brochure (if available)
  - Signed decision form
- Validation team tracking form to RFSR Manager and Division Director

\*individual update form, individual/family decision forms, OCDD fact sheet, LGE contact list and brochure and validation team tracking form

Validation process

Validation visits

Questions

# Validation process: Post-validation visit

- Completed scripts and forms to LGE Division Director
  - Telephone and face to face scripts with information
  - Individual update form
  - Individual/family decision form
  - Validation team tracking forms
- Update information entered into participant services database
- Demographic page printed and put with validation packet
- Documentation on LGE tracking form

# Validation process: Post-validation visit

- Completed validation packets with all visits, scripts and demographic page sent to RFSR Manager
- RFSR manager sends updated information to contractor (SRI)
- Documentation on OCDD tracking form

\*individual update form, individual/family decision forms, OCDD fact sheet, LGE contact list and brochure and validation team tracking form

Validation process: Post-Validation Visits

Questions

# Technical Assistance

- Email questions to Gina Easterly ([gina.easterly@la.gov](mailto:gina.easterly@la.gov)) and JoAnn Payne ([joann.payne@la.gov](mailto:joann.payne@la.gov))
- JoAnn's toll-free number
- Compile questions into Frequently Asked Questions document and shared with validation team
- Standing agenda item at weekly RFSR workgroup meetings

## Wrap-Up to Validation

- Capacity to participate in validation process
- Final questions, comments and suggestions
- Next steps and timelines

Thank you!