



Emergency Alternative Residential Sites Needs and Considerations for Placement Published April 13, 2020

To protect the health and safety of DDS individuals and staff during the COVID-19 public health emergency, providers may consider relocating individuals to an emergency alternative residential site¹. An emergency relocation site may be a day service site, facility location, church location, or other identified space. As emergency alternative residential sites may differ, this document outlines the needs and considerations for these sites.

Provider agencies may have their own contingency plans designating a site as a temporary emergency relocation site for individuals who have tested positive for COVID-19. If the proposed residential site is a typical 24/7 site (i.e. vacant house or apartment), providers will use the [remote site feasibility and pre-placement process](#), as released by DDS Quality Enhancement on April 9, 2020.

Below are the action-steps and considerations for emergency alternative residential sites. This guidance will ensure all parties are integrated and aligned in a time sensitive environment and ensure the health and safety of individuals and staff.

Pre-Planning Needs and Considerations:

Outline the purpose, details, timeline, and identified population for the emergency alternative residential site:

- A. Describe and summarize the location, including the proposed capacity, to the DDS Area Office, Regional Office, and Quality Enhancement
- B. Outline the criteria for entering the emergency location, or returning to the non-emergency location in your summary of the location
- C. Describe the new location's features and appropriateness for residential living (i.e. shower, bath, toilet, bedroom space, privacy concerns)
- D. Determine the need of the residential setting (individuals who test positive but cannot self-isolate within their own home, or for individuals who may require hospitalization)

¹ All emergency locations are assumed as temporary for the duration of the COVID-19 public health emergency

- E. Determine the notification process for the parents or guardians of the individuals moving to a new location once the site has been approved.

Daily Use Needs and Considerations:

- A. Outline the staffing plan or pattern. Ensure that it will be adequate to meet individual need based on medical or behavioral complexity
- B. Determine the need for MAP certified staff and a MCSR registration. Work with MAP coordinators, as necessary, to ensure that all MAP requirements are met
- C. Ensure that the new space adheres to residential COVID-19 cleaning and disinfection protocols
- D. Describe the plan for meals and snacks, especially if site does not have access to a kitchen
- E. Plan for and procure adequate personal protective equipment (PPE) for staff and individuals

Programmatic and Individual Considerations

- A. Assess the individuals' need for adaptive equipment
- B. Determine the service model for the site (i.e., Residential, Temporary Emergency Respite, or Health and Safety)
- C. Ensure all necessary records or documents accompany the individual to the emergency location (i.e. Emergency Fact Sheet, ISP)

Building Approval Needs and Considerations:

- A. Consult with city or town of emergency location to ensure appropriate use, capacity, or adequacy for residential use to receive approval
- B. Consult with Department of Public Health (DPH) and/or local board of health for specific questions—DPH approval is not required for alternative sites
- C. Consult with local fire authority to ensure appropriate use or need (i.e. fire and smoke alarms).

Funding and Contract Needs and Considerations:

- A. How will the site or provider be financially supported?

- B. Will the provider need an emergency contract issued? (i.e. Day contract to Residential contract)
- C. If a home for sick individuals, will direct care staff receive a higher pay rate?
- D. Contact DDS Central Office Contracts for questions or emergency contract set-up

Approval Needs and Considerations:

- A. Consult with DPH/local board of health
- B. City/Town Approval
- C. Fire Department Approval
- D. Provider will develop safety plan for Area Office Approval

Internal DDS Process Needs and Considerations:

- A. Process all approvals and information about the proposed site with Area Director and Regional Director
- B. Area Office will approve Provider-developed safety plan
- C. Work with Quality Enhancement on Site Feasibility and pre-placement approvals when working with provider agency, including issuance of DDS Site ID