

**Regional Center of the East Bay  
Independent Living Skills Services  
Purchase of Service Policy  
DRAFT**

**Policy Number:** POS-200-01  
**Policy effective as of** *(date)*

### **Definitions**

Independent living skills services provide adults with functional skills training to acquire or maintain the skills needed to live independently in their own homes, or to achieve greater independence while living in the home of a parent, family member, or other person.

Independent living skills services shall have all of the following functional skills training components and shall not be conducted in a center-based environment:

- Cooking.
- Cleaning.
- Shopping in natural environments.
- Menu planning.
- Meal preparation.
- Money management, including check cashing and purchasing activities.
- Use of public transportation in natural environments.
- Personal health and hygiene.
- Self-advocacy training.
- Independent recreation and participation in natural environments.
- Use of medical and dental services, and other community resources.
- Community resource awareness, such as police, fire, or emergency help.
- Home and community safety.

Independent living skills services may also provide the supports necessary for an individual to maintain a self-sustaining, independent living situation in the community.

*References: Welfare & Institutions Code § 4688.05; CCR Title 17, § 54302(a)(35)*

### **Purpose**

RCEB provides independent living skills services based on the belief that the adults we serve may live independently in homes of their choosing with individualized and focused support. As the adults we serve learn and maintain the critical skills needed to live

independently, our belief is also that their need for independent living skills services will decrease over time.

RCEB's commitment to providing independent living skill services aligns with our vision and mission, especially as indicated below.

- RCEB supports individuals and their families with the tools needed to achieve lives of quality and satisfaction.
- RCEB provides individuals the opportunity to maximize their independence and obtain greater control over their lives.
- RCEB supports the hopes and preferences of individuals toward maximum community inclusion and participation.

## **Policy**

It is the policy of RCEB's Board of Directors to support the provision of independent living skills services to the adults we serve through a person-centered planning process that identifies needed services and supports and is consistent with their Individual Program Plan. These services are focused on supporting individuals in acquiring and/or maintaining the functional skills they need to successfully live independently in their own home, or to achieve greater independence while living in the home of a parent, family member, or other person.

To determine the amount of service needed, an independent living skills assessment of the individual's strengths and areas of needs must be completed. The focus of the assessment should be based on specific needs for support and/or critical skills for development identified in the Individual Program Plan process. The assessment should include baseline information, specific measurable outcomes, the teaching methods and strategies to be used to achieve them, as well as a recommendation for the service frequency and intensity necessary to achieve progress toward the identified outcomes. Initial service hours begin after the assessment has been submitted and reviewed and, after hours and goals are agreed upon by the Planning Team. The individual's progress and satisfaction with the provider must be reviewed and ongoing service hours must be agreed upon by the Planning Team prior to services continuing.

It is expected that individuals receiving independent living skills services will increase their independence in the skill areas identified in the assessment. As skills are acquired and maintained over time, the goal is for individuals to live independently with minimal ongoing support from an independent living skills provider.

## Criteria

In addition to RCEB's Principles on POS Guidelines (found at <https://www.rceb.org/clients/purchase-service-pos/pos-policies/>), criteria considered for funding independent living skills services include:

- The individual is 18 years or older.
- The individual expresses a desire to live independently and/or with greater independence in their family home.
- The individual is motivated to work with an independent living skills service provider to gain the skills needed to live independently.
- The individual demonstrates an understanding of the goals and expectations of the independent living skills services, including that the service is focused on skills training, and understands this in relation to individual goals.
- The individual has the capacity to achieve or maintain independence or achieve greater independence when living in the home of a parent, family member, or other person.
- The individual does not have needs that require continuous monitoring which would preclude living in an unsupervised setting.
- The individual lives independently and needs support to maintain and/or improve their functional skills to continue living independently.
- The individual lives in the family home and there is a specific plan to live independently as skills are developed.
- The individual lives in the family home and desires to continue living there with greater responsibility and independence, such as in the case of an elderly parent where the individual's presence in the home is considered critical.
- The generic resources currently accessed and/or available to the individual (e.g., In-Home Supportive Services, educational services).

## Levels of Service

When determining the level of service to be provided, the needs and preferences of the individual shall be considered by the Planning Team, as well as the individual's choice of service provider and cost-effectiveness (WIC 4512(b)).

Independent living skills assessments are expected to take no more than 10 hours and be completed within a one to three-month period.

Independent living skills services typically range from 5 to 40 hours per month and are not expected to exceed 40 hours per month. Over time, hours of services are expected to decrease as skills are learned and maintained. If a decrease in hours is not possible due to health and safety issues, an inability to master functional skills and/or a need for longer term support, the

Planning Team may consider supported living or other residential services as an alternative to meeting the individual's needs.

### **Service Authorizations**

Purchase of Service (POS) authorizations for independent living skills assessments are typically authorized and written for a three-month period.

Initial POS authorizations for independent living skills services are typically authorized and written for a six-month to one-year period.

Prior to renewal or modification of a POS authorization, the Planning Team shall review the individual's progress and satisfaction with the provider. POS authorizations for ongoing services are typically authorized for a one-year period.

### **Exceptions**

The RCEB Executive Director, or designee, may grant exceptions to a service policy on a case-by-case basis. An example of an exception may be for individuals living in 24-hour supervised settings who have a specific plan to live independently as skills are developed. Requests for exceptions to a Service Policy are made through the Planning Team process. If the Planning Team agrees a request for an exception should be made, the request will be forwarded to the RCEB Executive Director, or designee, within the required timelines.

#### **Notice of Action**

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

If a decision is made to deny, reduce, or cancel the service without the agreement of the individual/family, a Notice of Action will be sent.

### **Document History**

Policy Created: December 8, 2023

Approvals: *(include all dates and approvals are appropriate)*

- Date - RCEB Board Approval
- Date - DDS Approval
- Date - RCEB Approval of Revisions