AUDIENCE: Individuals and Families, ODP Residential Habilitation licensed 6400 Service Providers, Administrative Entity (AE) Administrators or Directors, Supports Coordination Organization (SCO) Administrators or Directors, Supports Coordinators (SC), and Other Interested Parties

PURPOSE: The purpose of this Information Memo is to provide clarification of the policies necessary to support the standardization of residential vacancy management within Residential Habilitation Service locations licensed under 55 Pa. Code Chapter 6400.

BACKGROUND:
The AE in which the individual creating the vacancy was registered has the first opportunity to identify an individual within their AE with an emergency need who might utilize the newly created residential vacancy. Upon receiving the Provider Vacancy Management Notification Form, DP 1024, the regional WCM will contact the AE to begin the process of filling the waiver vacancy and/or residential vacancy. The AE must identify an individual within their county who has an emergency Prioritization of Urgency of Need for Services (PUNS) whose needs may be addressed by the existing residential vacancy within five (5) calendar days after the Provider Vacancy Management Notification Form, DP 1024, is received.

The AE is responsible to manage their waiting list; therefore the next individual most in need of the waiver opportunity as identified by the AE would be served first. If the AE has an individual who is most in need of the waiver service and the existing vacancy at the provider’s site meets the individual’s needs then the vacant residential site can be utilized, if selected by the individual/family.
In the event the AE has not been successful in identifying an appropriate candidate for the vacancy, within the five (5) calendar days, ODP will release the residential vacancy for statewide use. Referrals can then be secured from AEs across the state to ensure individuals waiting for services have the choice of provider who best meets the individual’s needs.